Civil Service of Canada Vol. 2 Book 1

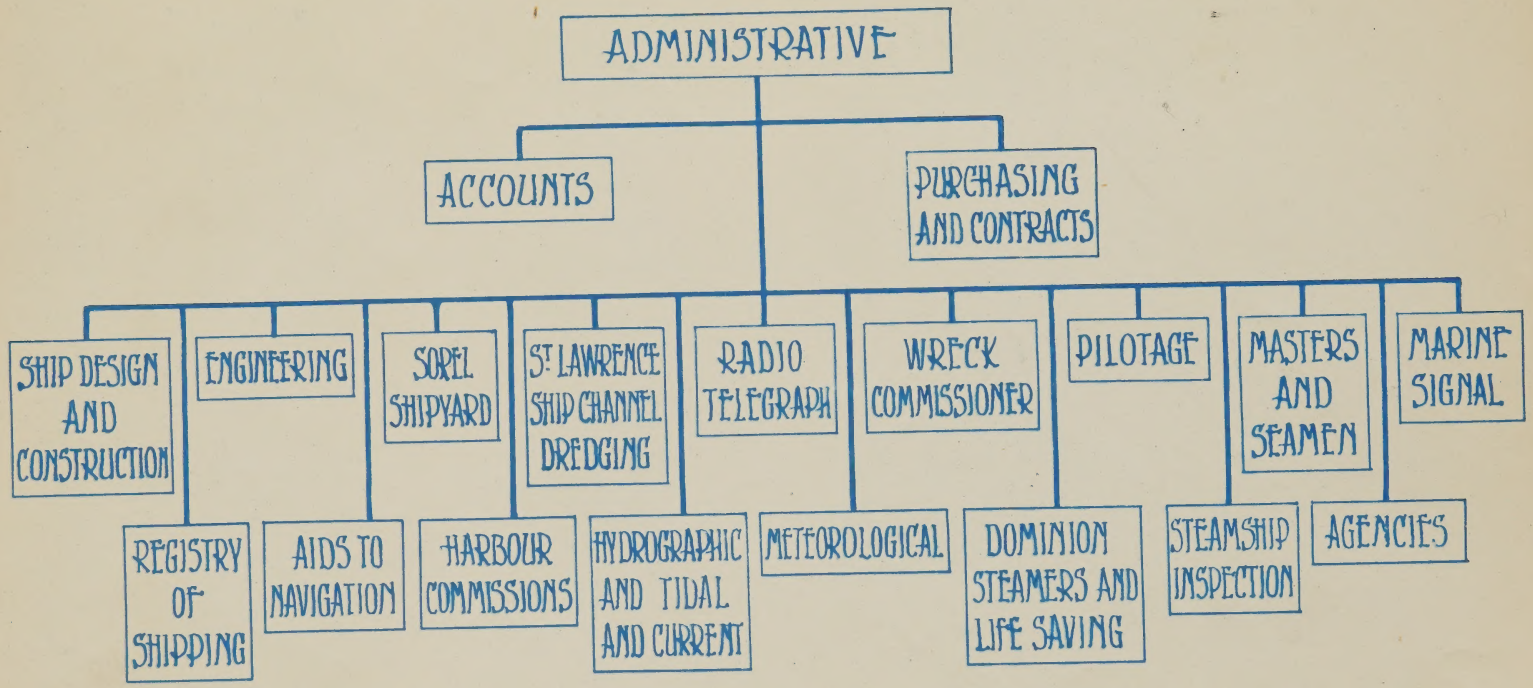
MARINE

Prof. Jackson

[Jackson, Gilbert
The Civil Service of Canada in 1930. Positions, salary scales and numbers of appointments for each department. v. 2, book 1; Dept. of Marine.]

Prepared as a data paper for the Royal Commission on Technical and Professional Services, 1929-30.

DEPARTMENT OF MARINE



MARINE

ADMINISTRATIVE

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M A R I N E

ADMINISTRATIVE

To administer the whole, and to supervise and direct, and to co-ordinate the operations of the Department in its various branches and activities.

MARINE

ADMINISTRATIVE

Definition		Class	Salary Range	Number of Positions: Occupied	Vacant	Total
		Deputy Minister	$10,000	1	-	1
9		Assistant Deputy Minister, Department of Marine	$4,620-5,220	1	-	1
182	E	Private Secretary	4,080	1	-	1
19	E	Assistant Private Secretary	3,720	1	-	1
110		General Executive Assistant, Department of Marine	3,720-4,620	1	-	1
114	P	Head Translator	3,060-3,420 3,420-3,900	1	-	1
181	P	Principal Translator	2,520-3,000 2,880-3,360	1	-	1
135	P	Junior Departmental Solicitor	2,640-3,360 3,420-3,900	1	-	1
38		Chief Clerk	3,120-3,720	1	-	1
113		Head Clerk	2,520-3,000	3	-	3
174-176		Principal Clerk	1,920-2,400	3	1	4
52-53		Clerk, Grade 4	1,620-1,920	8	-	8
54-55		Clerk, Grade 3	1,380-1,620	7	1	8
56-57		Clerk, Grade 2	1,080-1,380	4 T 1	2 -	6 T 1
58		Clerk, Grade 1	720-1,020	2 T 2	2 -	4 T 2
196	E	Secretary-Clerk	2,220-3,480	1	-	1
74		Departmental Librarian, Grade 2	1,440-1,800	1	-	1
236		Stenographer, Grade 3	1,380-1,620	3	-	3
237		Stenographer, Grade 2	1,080-1,380	3 T 2	1 -	4 T 2
	E			1	-	1

Code-Title	Class	Basic Grade	Number of Positions Authorized	Incumbent
	Senior Statistic	[illegible],000	1	-
0	Accounting Support Clerk, Chief Cashier of Service	[illegible],000-[illegible],000	1	-
1A2	1 Personnel Assistant	4,800	1	-
1A	0 Additional Trainee Compensation	2,[illegible]	1	-
1L1	Personnel Security Assistant Technician of Service	[illegible],000-[illegible],000	1	-
1L4	1 Post Technician	[illegible],000-[illegible],000 [illegible],000-[illegible],000	1	-
1M1	1 Air-Ground Transport	[illegible],000-[illegible],000 [illegible],000-[illegible],000	1	-
1N0	0 Senior Intermediate Clerk	[illegible],000-[illegible],000 [illegible],000-[illegible],000	1	-
0N	Chief Clerk	[illegible],120-[illegible],120	1	-
1A0	Head Clerk	[illegible],000-[illegible],000	3	-
1A0-1C0	Principal Clerk	1,800-[illegible],000	3	-
0A-0L	Clerk, Level 4	1,800-1,[illegible]	8	-
0A-0C	Clerk, Grade 3	1,[illegible]-1,000	7	-
0A-0C	Clerk, Grade 2	1,000-1,000	4 1	-
1N	Clerk, Grade 1	[illegible]-1,000	2 2	-
1N0	1 Secretary-Clerk	[illegible],000-[illegible],000	1	-
7A	Departmental Librarian, Grade 2	1,440-1,000	1	-
1N0	Stenographer, Grade 3	1,000-1,000	3	-
1N	Stenographer, Grade 2	1,000-1,000	2 1	-

MARINE

ADMINISTRATIVE

Definition		Class	Salary Range	Number of Positions: Occupied	Vacant	Total
263		Typist, Grade 1	$ 720-1,020	1 T 1	1 -	2 T 1
36	E	Chauffeur	1,620	1	-	1
65		Confidential Messenger	1,080-1,320	1	-	1
206		Senior Messenger	1,080-1,200	1	-	1
162		Messenger	720-1,020	2	-	2
171		Office Boy	420-660	1 T 2	- -	1 T 2
				60	8	68

M A R I N E

ADMINISTRATIVE

ACCOUNTS

This division constitutes a part of the Administrative Branch of the Department, wherein all of the accounting and auditing of this and other branches is centralized and co-ordinated. The duties of the division comprise the direction and the control and the supervision of all expenditures and revenues. The annual expenditure of the Department is approximately $15,000,000, and the revenues approximately $800,000.

MARINE

ADMINISTRATIVE

ACCOUNTS

Definition	Class	Salary Range	Number of Positions: Occupied	Vacant	Total
68	Departmental Accountant, Grade 6	$4,140-4,620	1	-	1
69	Departmental Accountant, Grade 5	3,600-4,140	1	-	1
70	Departmental Accountant, Grade 4	3,120-3,600	1	-	1
71	Departmental Accountant, Grade 3	2,700-3,120	1	-	1
72	Departmental Accountant, Grade 2	2,220-2,700	3	-	3
73	Departmental Accountant, Grade 1	1,740-2,220	4	-	4
174	Principal Clerk	1,920-2,400	2	1	3
52	Clerk, Grade 4	1,620-1,920	7	-	7
54	Clerk, Grade 3	1,380-1,620	5	-	5
56	Clerk, Grade 2	1,080-1,380	1 T 1	1 -	2 T 1
58	Clerk, Grade 1	720-1,020	T 1	-	T 1
236	Stenographer, Grade 3	1,380-1,620	1	-	1
237	Stenographer, Grade 2	1,080-1,380	1	-	1
238	Stenographer, Grade 1	720-1,020	T 1	-	T 1
263	Typist, Grade 1	720-1,020	2	-	2
171	Office Boy	420-660	1	-	1
			34	2	36

MARINE

ADMINISTRATIVE

PURCHASING AND CONTRACT

This division constitutes a part of the Administrative Branch of the Department, wherein all of the purchasing and contracting of this and other branches is centralized and co-ordinated. The duties of the division comprise the negotiation and execution of all departmental purchases and contracts for each and every service and the maintenance of complete records and statistics of all such and of general information and market conditions pertinent in connection therewith; to check deliveries and completions and to certify to the correctness of accounts pertaining thereto in respect of terms, etc., and to perform other related work as required.

The amount of money expended annually on direct purchases only is increasing all the time and for the past twelve months totalled approximately $3,000,000.

The amount incurred in contracts varies from year to year, of necessity, but for the past twelve months the total was approximately $5,500,000.

MARINE

ADMINISTRATIVE

PURCHASING AND CONTRACT

Defin-ition	Class	Salary Range	Number of Positions Occupied	Vacant	Total
76	Departmental Purchasing Agent, Grade 6	$4,320-4,920	1	-	1
77	Departmental Purchasing Agent, Grade 3	2,820-3,420	1	-	1
78	Departmental Purchasing Agent, Grade 2	2,220-2,880	1	-	1
52	Clerk, Grade 4	1,620-1,920	2	-	2
54	Clerk, Grade 3	1,380-1,620	1	-	1
58	Clerk, Grade 1	720-1,020	1	-	1
237	Stenographer, Grade 2	1,080-1,380	2	-	2
238	Stenographer, Grade 1	720-1,020	1	-	1
			T 1	-	T 1
			11	-	11

M A R I N E

AGENCIES

These Agencies administer within their districts the Aids to Navigation service and public wharves, and Dominion Steamers. They supervise and direct and frequently perform the repair and construction to lighthouses, breakwaters, piers, wharves, buildings, etc., required by the Department, and recondition and construct buoys and other floating aids to navigation; make repairs and alterations to Dominion steamers, lightships, and other facilities belonging to the Department; erect and repair storm signal Masts, and perform other related and like work as required.

They furnish and frequently purchase and distribute supplies and supervise the employment of all personnel in connection with these services in every detail, record time and prepare payrolls, etc., and account for supplies.

MARINE

AGENCIES

Definition		Class	Salary Range	Number of Positions: Occupied	Vacant	Total
155	P	Marine Agent	$2,820-3,720 3,420-3,900	7	1	8
156		Marine Sub-Agent	1,800-2,280	2	-	2
		Part Time		2	-	2
246	P	Superintendent of Lights	2,820-3,360 3,420-3,900	7	1	8
22		Assistant Superintendent of Lights	1,920-2,400	1	-	1
85-86	P	District Engineer, Marine	2,820-3,360 3,420-3,900	4	1	5
11	P	Assistant Engineer	2,220-2,700 2,280-2,760	1	-	1
137	P	Junior Engineer	1,800-2,160 1,800-2,160	1	-	1
96		Engineering Clerk	1,500-1,800	1	-	1
72		Departmental Accountant, Grade 2	2,220-2,700	5	-	5
109		General Construction Foreman	1,920-2,520	1	-	1
66		Construction Foreman	1,560-1,800 P.R.	3 T 1	2 -	5 T 1
174		Principal Clerk	1,920-2,400	4	-	4
52		Clerk, Grade 4	1,740-2,220 1,620-1,920	1 16	- -	1 16
54		Clerk, Grade 3	1,380-1,620	27	-	27
56		Clerk, Grade 2	1,080-1,380	13 T 1	3 -	16 T 1
58		Clerk, Grade 1	720-1,020	3 -	1 S 1	4 S 1
123		Inspector, Marine Signals	1,620-1,920	4	1	5

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Item	Class	Salary Range	Number of Positions	[illegible]	[illegible]
146	Section Chief	[illegible]	7	1	
120	Senior Sub-Agent Park Ties	1,270-2,080	2	-	
144	Superintendent of Parks	[illegible]	7	1	
[illegible]	Assistant Superintendent of Parks	[illegible]	1	-	
[illegible]	Assistant Engineer, Water	[illegible]	4	1	
71	Assistant Engineer	[illegible]	1	-	
147	Public Buildings	[illegible]	1	-	
44	Registration Clerk	1,800-1,980	1	-	
77	Stenographer, Grade 2	2,280-2,760	8	-	
109	Superintendent Commercial Fire-Arms	[illegible]	1	-	
65	Construction Foreman	1,880-1,980	5	1	
104	Pitchman Clerk	[illegible]	6	-	
52	Clerk, Grade 4	1,720-2,280	1	-	
54	Clerk, Grade 3	1,580-1,880	16	-	
56	Clerk, Grade 2	1,080-1,380	1	-	
58	Clerk, Grade 1	780-1,080	9	-	
126	Inspector, Public Places	1,880-1,980	1	-	

MARINE

AGENCIES

Definition	Class	Salary Range	Number of Positions Occupied	Vacant	Total
124	Inspector of Fog Alarms	$1,620-1,920	2	-	2
125	Inspector of Gas Buoys	1,380-1,740	2	-	2
103	Foreman Mechanic, Grade 2, Marine Signals	1,620-1,920	3	-	3
104	Foreman Mechanic, Grade 1, Marine Signals	1,440-1,680	10	-	10
161	Mechanic, Marine Signals	1,200-1,440	7	5	12
230	Stationary Engineer, Heating, Grade 2	1,440-1,560	2	-	2
236	Stenographer, Grade 3	1,380-1,620	3	-	3
237	Stenographer, Grade 2	1,080-1,380	11 T 1	1 -	12 T 1
238	Stenographer, Grade 1	720-1,020	3	-	3
262	Typist, Grade 2	1,080-1,380	2	-	2
263	Typist, Grade 1	720-1,020	2	-	2
126	Inspector of Live Stock Shipping	1,320-1,620	2	-	2
255	Telegraph Operator	1,260-1,560	1	-	1
111	General Repairman	1,200-1,440	1	-	1
101	E Fireman	1,140-1,260	3	1	4
173	Packer and Helper	1,080-1,200	6	1	7
65	Confidential Messenger	1,080-1,320	1	-	1
162	Messenger	720-1,020	3	-	3
280	Wharf Patrolman	900-1,200	7	6	13
	Launchman	1,260-1,380	S 1	-	S 1
256	Telephone Operator	720-960	1	-	1
171	Office Boy	420-660	1	-	1

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MARINE

AGENCIES

Defin-ition		Class	Salary Range	Number of Positions Occupied	Vacant	Total
	E	Machinist Foreman	P.R.	1	-	1
	E	Machinist	P.R.	9	-	9
	E	Carpenter Foreman	P.R.	2	-	2
	E	Carpenter	P.R.	15 T 11	- -	15 T11
	E	Carpenter Helper	P.R.	1	-	1
30	E	Buoy Foreman	P.R.	2	-	2
	E	Labourer Foreman	P.R.	1	-	1
	E	Labourer and Plumber	P.R.	1	-	1
	E	Labourer and Electrician	P.R.	1	-	1
	E	Labourer	P.R.	46 T 69	2 -	48 T 69
	E	Pattern Maker	P.R.	2	-	2
	E	Blacksmith and Acetylene Welder	P.R.	1	-	1
	E	Blacksmith	P.R.	6	-	6
	E	Blacksmith'Helper	P.R.	5 T 2	- -	5 T 2
	E	Boilermaker	P.R.	7 T 2	- -	7 T 2
	E	Boilermaker Helper	P.R.	2 T 3	- -	2 T 3
	E	Plumber	P.R.	3	-	3
	E	Rigger and Sailmaker	P.R.	1	-	1
	E	Rigger	P.R.	T 1	-	T 1
	E	Electrician	P.R.	1	-	1
	E	Joiner	P.R.	2	-	2

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MARINE

AGENCIES

Definition		Class	Salary Range	Number of Positions: Occupied	Vacant	Total
	E	Painter	P.R.	2	-	2
				T 1	-	T 1
	E	Steamfitter	P.R.	T 2	-	T 2
281	E	Winchman	P.R.	1	-	1
				T 1	-	T 1
	E	Launchman	P.R.	1	-	1
			Allowance: Subsistence			
80	E	Derrickman	P.R.	1	-	1
			Allowance: House			
	E	Camp Cook	P.R.	1	-	1
			Allowance: Subsistence			
	E	Charwoman	P.R.	1	-	1
				T 1	-	T 1
	E	Steam Crane Engineer	P.R.	T 1	-	T 1
115	E	Hoistman and Runner	P.R.	T 1	-	T 1
108	E	Gas Tug Engineer	P.R.	T 1	-	T 1
				392	27	419

M A R I N E

AIDS TO NAVIGATION

The administration and the maintenance and operation of all aids to navigation in Canadian waters, except radio aids, both coastal and inland, of which there are approximately 12,000, including lightships, lighthouses, fog alarms, buoys, beacons and others of miscellaneous character; the administration and operation of public wharves to the number of over 700, and the administration and operation of the Sable Island Humane Establishment.

The service is continuous day and night the year round on both coasts, and during the season of navigation, on inland waters also. Floating aids in these waters must be recovered and placed in winter quarters after general navigation closes each fall, and reconditioned and again put into place before general navigation opens each spring.

MARINE

AIDS TO NAVIGATION

Definition		Class	Salary Range	Number of Positions: Occupied	Vacant	Total
64	P	Commissioner of Lights	$4,620-5,220 4,800-5,520	1	-	1
8	P	Assistant Commissioner of Lights	3,420-3,960 4,020-4,620	1	-	1
24-25		Assistant to Commissioner of Lights	1,920-2,400	1	-	1
152		Lightkeeper, Grade 1	3,360-3,720	1	-	1
			2,700-3,060	5	-	5
			2,580-2,940	4	-	4
151		Lightkeeper, Grade 2	2,460-2,640	21	-	21
			2,100-2,280	4	-	4
			1,860-2,040	63	2	65
				T 2	-	T 2
			1,800-1,980	35	2	37
				T 2	-	T 2
			1,740-1,920	17	1	18
				T 1	-	T 1
150		Lightkeeper, Grade 3	1,260-1,500	25	-	25
			1,110-1,200	28	3	31
				T 3	-	T 3
			1,020-1,110	26	-	26
			930-1,020	32	3	35
				T 3	-	T 3
			840-930	57	2	59
				T 2	-	T 2
148-149		Lightkeeper, Grade 4	630-720	5	-	5
		Part Time	420-480	66	2	68
		Part Time		T 2	-	T 2
		Part Time	360-420	60	3	63
		Part Time		T 3	-	T 3
		Part Time	270-360	2	-	2
		Part Time	210-270	79	-	79
		Part Time	180-240	65	-	65
		Part Time	150-210	89	4	93
		Part Time		T 4	-	T 4
	E	Part Time	150-180	177	4	181
		Part Time		T 4	-	T 4
		Part Time	120-150	86	-	86
		Part Time	100-120	87	3	90
		Part Time		T 3	-	T 3

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Date Entry	Item	Page
[illegible]	[illegible] of Light	[illegible]
[illegible]	[illegible] of Light	[illegible]
[illegible]	[illegible] of Light	[illegible]
[illegible]	Lightbearer, Group 1	[illegible]
[illegible]	Lightbearer, Group 2	[illegible]
[illegible]	Lightbearer, Group 3	[illegible]
[illegible]	Lightbearer, Group 4	[illegible]
[illegible]	Lightbearer, Group 5	[illegible]

MARINE

AIDS TO NAVIGATION

Definition	Class	Salary Range	Number of Positions: Occupied	Vacant	Total
	E Lightkeepers' Assistants (1)	-	186	-	186
	E Lightkeepers, Miscellaneous (2) Part Time	Up to $100	67	-	67
	E Lightkeepers, Contractors (3)	-	76	-	76
	E Buoy Tenders (4)	-	56	-	56
	Contractors	-	287	-	287
	E Captain - Contractors (5)				
		Contract rate $29.50 per day	S 4	-	S 4
204	Senior Inspector of Fog Alarms	23.50	S 1	-	S 1
174	Principal Clerk	$2,820-3,300	1	-	1
		$1,920-2,400	1	-	1
52	Clerk, Grade 4	1,620-1,920	1	-	1
54	Clerk, Grade 3	1,380-1,620	1	-	1
236	Stenographer, Grade 3	1,380-1,620	1	-	1
237	Stenographer, Grade 2	1,080-1,380	T 1	-	T 1
238	Stenographer, Grade 1	720-1,020	-	1	1
243	Superintendent, Humane Establishment	1,140-1,320 C-Allowance: $120	1	-	1
46	E Chief of Staff, Humane Establishment	555 Allowance: Maintenance	1	-	1
	E Cook	600 Allowance: Maintenance	1	-	1
		P.R.	3	-	3
			S 2	-	S 2
	E Boatman	480 Allowance: Maintenance	15	7	22
			T 7	-	T 7
279	E Wharfinger	Fees of Office			
		Up to $1,620	1	-	1
		Up to 2,100	1	-	1
	Part Time		382	312	694

MARINE

AIDS TO NAVIGATION

Definition		Class	Salary Range	Number of Positions: Occupied	Number of Positions: Vacant	Number of Positions: Total
31	E	Captain	P.R.	5 S 1	- -	5 S 1
102	E	First Officer	P.R.	3 S 1	- -	3 S 1
193	E	Second Officer	P.R.	2	-	2
	E	Mate	P.R.	S 1	-	S 1
40	E	Chief Engineer	P.R.	5 S 1	- -	5 S 1
192	E	Second Engineer	P.R.	3 S 2	- -	3 S 2
257	E	Third Engineer	P.R.	2	-	2
28	E	Boatswain	P.R.	S 1	-	S 1
183	E	Quartermaster	P.R.	S 2	-	S 2
190	E	Seaman	P.R.	9 S 7	- -	9 S 7
101	E	Fireman	P.R.	9 S 6	- -	9 S 6
172	E	Oiler	P.R.	S 2	-	S 2
	E	Steward	P.R.	3	-	3
	E	Cook Steward	P.R.	S 1	-	S 1
	E	Second Cook	P.R.	2	-	2
	E	Waiter	P.R.	S 2	-	S 2
				2,233	349	2,582

The crews of these lightships are victualled at the expense of the department.

NOTE;

(1) Lightkeepers, Class 1 and 2, are obliged to employ two assistants, and Lightkeepers, Class 2A, 3, 4 and

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MARINE

AIDS TO NAVIGATION

Definition	Class	Salary Range	Number of Positions Occupied	Vacant	Total

5, one assistant, whom they select and pay out of the salary they receive from the department.

(2) These are people who are paid small amounts to attend to land lights requiring little attention, but which have to be maintained. The amount paid in each instance depends on the importance of the light and time required to attend to it.

(3) These people are under contract to maintain one or more lights in certain areas or isolated districts. They provide all necessary supplies and are paid a fixed amount each year, varying in keeping with the importance of their work and expense involved for supplies.

(4) Approximately 6,200 buoys, stakes, bushes, beacons, spindles, etc. are maintained as aids to navigation, in groups or singly, by agreement or contract. The buoys, etc. are provided by the department and the tenders or contractors are required to place them and to displace and store them when necessary, clean, scrape and paint and maintain them in good order and return them intact at expiration of agreement or contract.

(5) These Captain-Contractors (Lightships) are under contract to maintain their ships in commission for as long a period as necessary each year. They provide their own crews, the personnel, including the Captains, totalling 38.

Steamers and
Life Saving

MARINE

DOMINION STEAMERS AND LIFE SAVING

This branch is responsible for the administration, operation and maintenance of Dominion Steamers, the Life Saving Service and the Port Wardens, including repairs, supplies and personnel.

There are 27 vessels, all told, including icebreakers, lighthouse tenders and buoy steamers. The icebreakers operate in the lower St. Lawrence and Gulf and in Hudson Bay and Strait, and their work consists in keeping the channels free of ice in the spring and fall; in convoying and assisting commercial vessels through these waters in the late fall as necessary, and in patrolling the Gulf and Cabot Straits in the early spring, directing and advising commercial steamers as to existing ice conditions and how and where to proceed to escape danger. When not engaged in this service they are sometimes utilized as lighthouse tenders. The lighthouse tenders are employed in maintaining communications with lighthouses and in the distribution of lighthouse supplies and equipment and construction materials as may be required. Buoy steamers are employed in the transport and the placing and the removal of buoys and other like aids to navigation.

The Life Saving Service is maintained for the purpose of rendering aid, should occasion require, to persons in distress in Canadian waters from any cause whatsoever, but more particularly to the passengers and crews of wrecked or stranded vessels. The service comprises some 14 stations, five of which are permanently operated the year round.

It is the duty of the Port Wardens to have cognizance of all matters relating to the surveys of vessels and cargoes handled and to inspect and certify as to proper trimming, loading, etc.

MARINE

DOMINION STEAMERS AND LIFE SAVING

Defin-ition		Class	Salary Range	Number of Positions Occupied	Vacant	Total
	E	Port Warden, Montreal	$4,800 from fees of office	1	-	1
			$3,600 from fees of office	1	-	1
			$3,000 from fees of office	1	-	1
	E	Port Warden	Fees of office	14	-	14
	E	Deputy Port Warden	Fees of office	3	-	3
157	P	Marine Superintendent	$3,600-4,500 4,020-4,620	1	-	1
174		Principal Clerk	1,920-2,400	1	-	1
237		Stenographer, Grade 2	1,080-1,380	1	-	1
31	E	Captain	P.R.	16 S 9	- -	16 S 9
102	E	First Officer	P.R.	10 S 12	- -	10 S 12
193	E	Second Officer	P.R.	8 S 2	- -	8 S 2
258	E	Third Officer	P.R.	4	-	4
40	E	Chief Engineer	P.R.	13 S 14	- -	13 S 14
192	E	Second Engineer	P.R.	8 S 13	- -	8 S 13
257	E	Third Engineer	P.R.	8 S 2	- -	8 S 2
106	E	Fourth Engineer	P.R.	5	-	5
100	E	Fifth Engineer	P.R.	2 S 1	- -	2 S 1
226	E	Sixth Engineer	P.R.	1	-	1
	E	Deck Engineer	P.R.	2	-	2
13	E	Assistant Engineer	P.R.	2	-	2

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[illegible]

[illegible]

[illegible] Line	Class	Salary Range	Number of Positions Required	[illegible]
[illegible]	[illegible] Tandem, Accessor[illegible]	[illegible] Over [illegible] Years of service	1	-
		[illegible] Over [illegible] Years of service	1	-
		[illegible] Over [illegible] Years of service	1	-
[illegible]	[illegible] Test Section	Over [illegible] of service	14	-
[illegible]	[illegible] Joint [illegible]	Over [illegible] of service	2	-
129	[illegible] Supervisor	[illegible]	1	-
179	[illegible] Sales	1,080-2,400	1	-
180	[illegible], Grade A	1,080-1,380	1	-
[illegible]	[illegible] Tandem	[illegible]	[illegible]	-
144	[illegible] Clerk-typist	[illegible]	[illegible]	-
146	[illegible] Office	[illegible]	[illegible]	-
174	[illegible] Office	[illegible]	[illegible]	-
86	[illegible] Machine	[illegible]	[illegible]	-
149	[illegible] Machine	[illegible]	[illegible]	-
147	[illegible] Machine	[illegible]	[illegible]	-
148	[illegible]-[illegible] Machine	[illegible]	[illegible]	-
150	[illegible] Machine	[illegible]	[illegible]	-
154	[illegible] Machine	[illegible]	1	-
	[illegible] Machine	[illegible]	[illegible]	-
16	[illegible] Machine	[illegible]	[illegible]	-

MARINE

DOMINION STEAMERS AND LIFE SAVING

Definition		Class	Salary Range	Number of Positions: Occupied	Vacant	Total
	E	Engineer	P.R.	4	-	4
			Allowance: Maintenance	S 1	-	S 1
172	E	Oiler	P.R.	28	-	28
				S 14	-	S 14
101	E	Fireman	P.R.	55	-	55
				S 56	-	S 56
	E	Trimmer	P.R.	14	-	14
183	E	Quartermaster	P.R.	23	-	23
				S 8	-	S 8
190	E	Seaman	P.R.	81	-	81
				S 69	-	S 69
	E	Carpenter	P.R.	6	-	6
				S 1	-	S 1
	E	Seaman Carpenter	P.R.	S 2	-	S 2
28	E	Boatswain	P.R.	8	-	8
				S 9	-	S 9
29	E	Boatswain's Mate	P.R.	2	-	2
	E	Boatswain's Mate and Gasman	P.R.	1	-	1
	E	Buoy Foreman and Boatswain	P.R.	S 1	-	S 1
30	E	Buoy Foreman	P.R.	S 1	-	S 1
107	E	Gasman	P.R.	S 2	-	S 2
51	E	Chief Steward	P.R.	10	-	10
				S 6	-	S 6
239	E	Stewardess	P.R.	S 1	-	S 1
194	E	Second Steward	P.R.	7	-	7
				S 2	-	S 2
195	E	Second Stewardess	P.R.	S 1	-	S 1
	E	Chief Cook	P.R.	12	-	12
				S 4	-	S 4

(over)

MARINE

DOMINION STEAMERS AND LIFE SAVING

Definition		Class	Salary Range	Number of Positions Occupied	Vacant	Total
	E	Second Cook	P.R.	7	-	7
				S 2	-	S 2
	E	Cook-Helper	P.R.	S 1	-	S 1
	E	Cook-Steward	P.R.	S 6	-	S 6
	E	Mess Boy	P.R.	5	-	5
				S 3	-	S 3
	E	Waiter	P.R.	15	-	15
				S 13	-	S 13
	E	Night Watchman	P.R.	1	-	1
264	E	Watchman	P.R.	S 2	-	S 2
281	E	Winchman	P.R.	1	-	1
				S 4	-	S 4
	E	Choreboy	P.R.	S 1	-	S 1
146	E	Leading Hand	P.R.	2	-	2
283	E	(Ship's) Wireless Operator	P.R.	2	-	2
240	E	Storekeeper	P.R.	3	-	3
	E	Wheelsman	P.R.	S 5	-	S 5
67	E	Coxswain, Life Saving Service	P.R.	4	-	4
		Allowance: Maintenance		S 2	-	S 2
191	E	Second Coxswain, Life Saving Service	P.R.	1	-	1
		Allowance: Maintenance				
	E	Coxswain (Volunteer)	P.R.	9	-	9
32	E	Caretaker	P.R.	4	-	4
	E	Boatman	P.R.	22	-	22
		Allowance: Maintenance		S 2	-	S 2
	E	Boatman (Volunteer)	P.R.	24	-	24
				S38	-	S 38
				763	-	763

MARINE

DOMINION STEAMERS AND LIFE SAVING

Note: (a) The men on Dominion steamers are victualled at the expense of the department.

(b) In establishing a yearly basis for seasonal men on Dominion steamers, calculations have been computed as follows:

While in commission -- 8 months
Out of commission -- 4 months

MARINE

ENGINEERING

(a) The design, construction and repair of lighthouses, fog alarms and other aids to navigation.

(b) The design and construction of apparatus used in connection with lighthouses and fog alarms, involving continuous experimentation and research (physics, optics and sound) with a view to betterment and improvements.

(c) The design, construction and repair of wharves, piers, breakwaters, etc., and of buildings required and used by the various branches of the Department.

(d) The regulation of rivers, including the location and construction of dams, etc., in conformity with modern hydraulic engineering practices.

(e) To examine into and report on all construction projects in connection with improvements to public harbours.

(f) The leasing of waterlots and the survey and transferance of properties controlled by the Department; the removal of obstructions to navigable waters; the preparation and publication of lists of lights and notices to mariners, and various other things.

MARINE

ENGINEERING

Defin-ition		Class	Salary Range	Number of Positions Occupied	Vacant	Total
41	P	Chief Engineer, Marine	$4,800-5,400 5,700-7,200	1	-	1
5	P	Assistant Chief Engineer, Marine	3,420-3,960 4,020-4,620	-	1	1
201	P	Senior Assistant Engineer	2,820-3,300 3,420-3,900	2	-	2
11	P	Assistant Engineer	2,220-2,700 2,280-2,760	3	-	3
137	P	Junior Engineer	1,800-2,160 1,800-2,160	2	1	3
244		Superintendent, Lighthouse Depot	2,640-3,360	-	1	1
188	P	Resident Engineer, Light-house Depot	2,220-2,580 2,280-2,760	1	-	1
39	P	Chief Draftsman	2,760-3,120 2,880-3,360	-	1	1
159	P	Mechanical Draftsman	1,500-1,800 1,800-2,160	- T 1	1 -	1 T 1
91		Draftsman	1,500-1,800	1	-	1
136		Junior Draftsman	1,140-1,440	1	-	1
2-3	P	Assistant Architect	2,220-2,700 2,280-2,760	2	-	2
133-134	P	Junior Architect	1,800-2,160 1,800-2,160	1	-	1
87		Diver and Repairman	1,740-1,920	- T 1	1 -	1 T 1
66		Construction Foreman	1,560-1,800	- T 1	1 -	1 T 1
103		Foreman Mechanic, Grade 2, Marine Signals	1,620-1,920	-	1	1

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[illegible]

[illegible]

[illegible]

[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
41	P	Chief Engineer, Marine	[illegible]	[illegible]	-	[illegible]
[illegible]	P	[illegible] Chief Engineer Marine	[illegible]	-	X	[illegible]
301	P	Senior Assistant Engineer	[illegible]	[illegible]	-	[illegible]
11	P	Assistant Engineer	[illegible]	[illegible]	-	[illegible]
127	P	Junior Engineer	[illegible]	[illegible]	[illegible]	[illegible]
244		Superintendent, Lighthouse Depot	[illegible]	-	[illegible]	[illegible]
106	P	Resident Engineer, Lighthouse Depot	[illegible]	[illegible]	-	[illegible]
25	P	Chief Draftsman	[illegible]	[illegible]	-	[illegible]
129	P	[illegible] Draftsman	[illegible]	[illegible]	[illegible]	[illegible]
51		Draftsman	[illegible]	[illegible]	-	[illegible]
129		Junior Draftsman	1,140-1,410	[illegible]	-	[illegible]
[illegible]		[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
129-129	P	Junior Draftsman	[illegible]	[illegible]	-	[illegible]
27		Diver and Boatsman	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]		[illegible] Diver	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]		[illegible] Engineer, Class 2, Marine Engineer	[illegible]	-	[illegible]	[illegible]

MARINE

ENGINEERING

Definition	Class	Salary Range	Number of Positions: Occupied	Vacant	Total
104	Foreman Mechanic, Grade 1, Marine Signals	$1,440-1,680	-	2	2
			T 2	-	T 2
161	Mechanic, Marine Signals	1,200-1,440	-	1	1
			T 1	-	T 1
174	Principal Clerk	1,920-2,400	1	1	2
			T 1	-	T 1
54	Clerk, Grade 3	1,380-1,620	-	3	3
			T 2	-	T 2
56	Clerk, Grade 2	1,080-1,380	-	2	2
			T 1	-	T 1
58	Clerk, Grade 1	720-1,020	1	4	5
			T 1	-	T 1
109	General Construction Foreman	1,920-2,520	1	-	1
236	Stenographer, Grade 3	1,380-1,620	1	-	1
237	Stenographer, Grade 2	1,080-1,380	1	-	1
238	Stenographer, Grade 1	720-1,020	1	-	1
229	Special Typist, Grade 3	1,380-1,620	1	-	1
262	Typist, Grade 2	1,080-1,380	1	-	1
263	Typist, Grade 1	720-1,020	1	-	1
101 E	Fireman	1,140-1,260	2	-	2
32	Caretaker	1,200-1,260	-	1	1
			T 1	-	T 1
173	Packer and Helper	1,080-1,200	-	1	1
			T 1	-	T 1
94	Elevator Operator	1,080-1,200	-	1	1
			T 1	-	T 1
264	Watchman	900-1,200	-	3	3
			T 2	-	T 2
162	Messenger	720-1,020	1	-	1

(over)

MARINE

ENGINEERING

Definition	Class	Salary Range	Number of Positions: Occupied	Vacant	Total
E	Blacksmith	P.R.	-	2	2
			T 1	-	T 1
E	Blacksmith's Helper	P.R.	-	1	1
			T 1	-	T 1
E	Carpenter	P.R.	-	2	2
			T 1	-	T 1
E	Coppersmith	P.R.	-	2	2
			T 1	-	T 1
E	Machinist	P.R.	-	5	5
			T 4	-	T 4
E	Machinist's Helper	P.R.	-	2	2
			T 1	-	T 1
E	Moulder	P.R.	-	1	1
			T 1	-	T 1
E	Patternmaker	P.R.	-	1	1
			T 1	-	T 1
E	Tinsmith	P.R.	-	1	1
			T 1	-	T 1
E	Tinsmith Helper	P.R.	-	1	1
			T 1	-	T 1
E	Toolmaker	P.R.	-	1	1
			T 1	-	T 1
E	Labourer	P.R.	-	5	5
			T 3	-	T 3
E	Carpenter, Ship Construction	P.R.	-	1	1
E	Electrician	P.R.	-	1	1
E	Machinist Boy	P.R.	-	1	1
E	Painter	P.R.	-	1	1
E	Labourer Foreman	P.R.	-	1	1
			59	56	115

M A R I N E

HARBOUR COMMISSIONS

To supervise the administration of the Harbour Commissions of Canada in accordance with the provisions of their different Acts of Incorporation and the various other statutes for providing loans to them for the construction of harbour improvements --from which these Commissions take their powers -- including inspection of works on the ground, certification of accounts for expenditures in connection with loans applied for under the statutes mentioned and preparation of all necessary reports to council in connection with the Commissions' administration; and to recommend or otherwise to the Deputy Head of the Department, concurrence in the Commissions' proposed actions in so far as they are subject to approval of the Minister and the Governor in Council.

Also the administration of Part 12 of the Canada Shipping Act, relating to the administration of Public Harbours and Harbour Masters.

MARINE

HARBOUR COMMISSIONS

Definition	Class	Salary Range	Number of Positions: Occupied	Vacant	Total
252-253	Supervisor of Harbour Commissions	$3,720-4,320	1	-	1
52	Clerk, Grade 4	1,620-1,920	1	-	1
237	Stenographer, Grade 2	1,080-1,380	1	-	1
112 E	Harbour Master	Fees of office	167	133	300
			170	133	303

and Current

M A R I N E

HYDROGRAPHIC AND TIDAL AND CURRENT

The determination and description by charts of the sea and other waters, with their phenomena, their forms, contours, shallows, etc., for the guidance and protection of shipping.

The investigation and determination of ocean currents and to record and describe changes and fluctuations in their velocity in relation with the tides; to make observations of the tides and to record and predict the rise and fall and the exact time thereof, and the correlation of tidal streams with the time of the tides, for the determination of slack waters, of mean sea levels, of low water datum, of tide levels, and of high water levels, all for the guidance and protection of shipping, and for surveying, dredging and other engineering purposes, and for hydrographic charts.

MARINE

HYDROGRAPHIC AND TIDAL AND CURRENT

Definition		Class	Salary Range	Number of Positions: Occupied	Vacant	Total
44	P	Chief Hydrographer	$4,620-5,220 4,800-5,520	1	-	1
116	P	Hydrographer, Grade 4	3,000-3,600 3,420-3,900	5	-	5
117	P	Hydrographer, Grade 3	2,700-3,180 2,880-3,360	3	-	3
118	P	Hydrographer, Grade 2	2,400-2,700 2,280-2,760	6	1	7
119	P	Hydrographer, Grade 1	1,800-2,160 1,800-2,160	15 T 8	- -	15 T 8
14	P	Assistant Hydrographer	2,400-2,880 2,880-3,360	1	-	1
37	P	Chief, Charting Division	3,000-3,300 3,420-3,900	1	-	1
4	P	Assistant Chief, Charting Division	2,700-3,120 2,880-3,360	1	-	1
214	P	Senior Tidal and Current Surveyor	2,520-3,300 3,420-3,900	2	-	2
145	P	Junior Tidal and Current Surveyor	1,800-2,400 2,280-2,760	1	-	1
11-12	P	Assistant Engineer	2,220-2,700 2,280-2,760	1	-	1
203	P	Senior Engineering Clerk	1,800-2,160 1,800-2,160	3	1	4
120		Hydrometric Recorder	1,560-1,800	T 1	-	T 1
205	P	Senior Map Draftsman	1,800-2,160 1,800-2,160	3	2	5
154	P	Map Draftsman	1,500-1,800 1,800-2,160	-	1	1

(over)

MARINE

HYDROGRAPHIC AND TIDAL AND CURRENT

Definition		Class	Salary Range	Number of Positions: Occupied	Vacant	Total
242		Student Draftsman	$ 960-1,320	1	1	2
54		Clerk, Grade 3	1,380-1,620	1	-	1
56		Clerk, Grade 2	1,080-1,380	1	-	1
236		Stenographer, Grade 3	1,380-1,620	1	-	1
237		Stenographer, Grade 2	1,080-1,380	2	1	3
238		Stenographer, Grade 1	720-1,020	1	1	2
259		Tidal and Current Observer	1,140-1,440	S -	S 1	S 1
				T S 1	-	T S 1
		Part Time		T 12	-	T 12
		Part Time		-	12	12
	E	Part Time		T S 11	-	T S 11
189		River Observer	240			
		Part Time		1	-	1
	E	Part Time		33	-	33
	E	Part Time		S 6	-	S 6
	E	Part Time		T S 1	-	T S 1
	E	Sailing Master	P.R.	T 4	-	T 4
	E	Chief Ship's Officer	P.R.	T 4	-	T 4
	E	Chief Marine Engineer	P.R.	T 4	-	T 4
	E	Second Marine Engineer	P.R.	T 4	-	T 4
	E	Third Marine Engineer	P.R.	S 2	-	S 2
221	E	Ship's Medical Officer	P.R.	S 1	-	S 1
	E	Second Ship's Officer	P.R.	S 1	-	S 1
	E	Launchman	P.R.	S 8	-	S 8
	E	Launchman and Pilot	P.R.	S 1	-	S 1
	E	Assistant Launchman	P.R.	S 3	-	S 3
	E	Marine Oiler	P.R.	S 9	-	S 9
	E	Marine Fireman	P.R.	S 16	-	S 16

(over)

MARINE

HYDROGRAPHIC AND TIDAL AND CURRENT

Definition		Class	Salary Range	Number of Positions Occupied	Vacant	Total
	E	Trimmer	P.R.	S 4	-	S 4
28	E	Boatswain	P.R.	S 5	-	S 5
183	E	Quartermaster	P.R.	S 10	-	S 10
67	E	Coxswain	P.R.	S 12	-	S 12
	E	Ship's Carpenter	P.R.	S 4	-	S 4
	E	Sounder	P.R.	S 14	-	S 14
	E	Able Seaman	P.R.	S 59	-	S 59
	E	Chief Ship's Cook	P.R.	S 6	-	S 6
	E	Cook	P.R.	S 2	-	S 2
	E	Second Cook	P.R.	S 4	-	S 4
	E	Chief Ship Steward	P.R.	S 4	-	S 4
	E	Steward	P.R.	S 4	-	S 4
	E	Waiter	P.R.	S 11	-	S 11
	E	Ship's Boy	P.R.	S 2	-	S 2
				320	21	341

MARINE

MARINE SIGNAL

This service is maintained and operated for the convenience of shipping in Canadian waters off the Atlantic coast and through the St. Lawrence waterways, from St. John, N.B., to the head of the Great Lakes and embracing Cape Race, Newfoundland, and the straits of Belle Isle. Its function is to ascertain and report the movements of ships, weather conditions, ice conditions and dangers to navigation generally. Signalling and communicating stations are maintained at points of advantage along the shores, and advantage is taken of every facility that offers for this purpose, such as radio stations, lighthouses, lightships, etc. Also the services of Government employees in other capacities who are advantageously situated are utilized.

The service on the Atlantic coast is operated under the direction of the Radio Service.

MARINE

MARINE SIGNAL

Defin-ition		Class	Salary Range	Number of Positions Occupied	Vacant	Total
248		Superintendent of Signal Service	$2,520-3,000	1	-	1
50		Chief Signal Clerk	2,040-2,520	2	-	2
224		Signal Clerk	1,080-1,380	3	-	3
225		Signal Clerk, St. John	1,200-1,500	2	-	2
237		Stenographer, Grade 2	1,080-1,380	1	-	1
56		Clerk, Grade 2	1,080-1,380	2	-	2
58		Clerk, Grade 1	720-1,020	1	-	1
222		Signal Agent	1,080-1,320	8	-	8
			900-1,140	20	1	21
				T 1	-	T 1
				S 1	-	S 1
			P.R.	S 1	-	S 1
223	E	Part Time		27	2	29
				T 1	-	T 1
	E	Special Signal Agent Part Time	P.R.	1	-	1
121	E	Ice Observer Part Time	P.R.	1	-	1
260	E	Transmitter (Message) Part Time	P.R.	1	-	1
				74	3	77

M A R I N E

MASTERS AND SEAMEN

To administer the laws relating to Masters and Mates, Navigation Schools and Seamen; to instruct Masters and Seamen in the theory and practice of navigation, ship construction and stability, and all kindred subjects in which candidates for Masters and Mates certificates are examined; to promulgate regulations respecting the examination of Masters and Mates to determine the qualifications of such; to examine candidates for Masters and Mates certificates, and to issue such certificates.

To determine the qualifications of Pilots by examination; to adjust ships' compasses as required.

To provide facilities for the employment of seamen and to maintain registers of seamen shipped and discharged; to look after sick, injured and distressed seamen; to collect sick, injured and distressed seamen's expenses from ship owners, and to deal with the estates of deceased seamen as required.

To prepare annual reports required by the International Labour Office (League of Nations), Geneva, in respect of the administration and operation of Conventions of International Labour Conferences concerning seamen which have been adopted by the Government of Canada as new Seamen's Laws.

MARINE

MASTERS AND SEAMEN

Definition		Class	Salary Range	Number of Positions: Occupied	Vacant	Total
245	P	Superintendent, Masters and Seamen Branch	$3,180-3,720 3,420-3,900	1	-	1
251	P	Supervising Examiner of Masters and Mates	2,220-2,700 2,280-2,760	3	-	3
99	P	Examiner of Masters and Mates	1,560-1,920 1,800-2,160	1	-	1
		Part Time		6	2	8
127	P	Instructor in Navigation	1,620-2,100	-	2	2
				T 2	-	T 2
			1,800-2,160			
		Part Time		-	2	2
128	P	Instructor in Navigation, Seamanship	1,200-1,440	-	1	1
				T 1	-	T 1
			1,800-2,160			
174		Principal Clerk	1,920-2,400	1	-	1
237		Stenographer, Grade 2	1,080-1,380	2	-	2
238		Stenographer, Grade 1	720-1,020	2	-	2
219-220	E	Shipping Master	Fees of office	50	-	50
				69	7	76

Note: In addition to the above, there are 50 Acting Shipping Masters who act as such at ports where no regular shipping masters have been appointed. These men are regularly Customs Officers and when acting in the above capacity, receive fees of office for the work performed.

Appeal from the Superintendent, Masters and Seamen Branch, Department of Marine, re classification of his position, and the position of Supervising Examiner of Masters and Mates.

DEPARTMENT OF MARINE

(Masters and Seamen Branch)

Ottawa, 16th September, 1930.

E.W. Beatty, Esq.,
Chairman of the Royal Commission to
inquire into Civil Servants' Salaries,

Dear Sir:-

I have the honour to state that I am employed in the Civil Service at Ottawa in the Masters and Seamen Branch of the Department of Marine, and in view of the fuller investigation your Royal Commission are to make respecting Civil Servants' salaries I beg hereby to bring to your notice the very low Salary Grades in which the positions of "Superintendent of the Masters and Seamen Branch" and the "Supervising Examiner of Masters and Mates" of the said Masters and Seamen Branch have been placed in your Royal Commission's Report of February last respecting the salaries of technical scientific and professional officials in the Civil Service and to place before you as briefly as possible some information respecting the positions referred to, as it seems very clear that your Royal Commission have been misinformed and mislead in regard to those positions.

Following is a brief description of the public Service with which the Masters and Seamen Branch of the Department of Marine has to do-

The Masters and Seamen Branch of the Department of Marine has to do with matters relating to Seamen, including the Relief of Sick, Injured and Distressed Seamen; matters relating to Masters and Mates of Ships, including the Qualifications and Examination of Candidates for Masters and Mates Certificates of Competency; and with the Government Navigation Schools -

The prominence given to Seamen matters in recent years by International Labour Conferences of the League of Nations and the Conventions and Recommendations relating to Seamen adopted by these Conferences some of which have already been given effect to in Canadian law, have greatly enhanced the importance of all matters relating to Seamen. Matters in connection with the Registration and Employment of Seamen which require Government supervision.....

supervision at the ports are carried on by the Branch through some fifty Shipping Masters -

The Masters and Mates Service on account of the demand for Masters and Mates with the highest qualifications and the requirements of the shipping laws that vessels shall be provided with properly certificated Masters and Mates, is also a most important public service. The same standard of qualifications for Masters and Mates Certificates of the higher grades obtains in Canada as in Great Britain. And Masters and Mates Certificates of Competency for Sea-going Ships issued in Canada are of the same force and validity as are like Certificates issued by the British Board of Trade. The standard of qualifications for Masters and Mates Sea-going Certificates of Competency is uniform all over the British Empire and is kept so by a Central Board in England who determine the scope and syllabuses of the Examinations for the various grades of those Certificates.

Masters and Mates Examinations in Canada are carried on in three Divisions, the Eastern Division which includes the Atlantic Coasts, the Great Lakes Division which includes all inland waters, and the Western Division which includes the Pacific Coasts. Each Division has a Supervising Examiner and three other Examiners. The Supervising Examiner checks and certifies the work of the other Examiners in his Division -

The Government Navigation Schools also perform a very necessary and important public service. Without the instruction provided by the Navigation Schools comparatively few Canadian Seamen would ever be able to pass the Examinations for the higher grades of Masters and Mates Certificates.

A List is hereto attached of the subjects taught and information imparted to students in the Government Navigation Schools, and which also gives a good idea of the subjects in which Candidates for Masters and Mates Certificates are examined.

Duties of the "Superintendent of the Masters and Seamen Branch" -

The duties of the "Superintendent of the Masters and Seamen Branch" are briefly; to keep in close touch with the Services of the Branch; to administer the Laws and Regulations relating to the Services of the Branch, and to recommend from time to time such amendments to those Laws and Regulations as may be found necessary; to superintend and direct the work of Shipping Masters, Examiners and Supervising Examiners of Masters and Mates, and of the Government Navigation Schools; to receive and examine reports and papers; to superintend and direct the work of the Headquarters Staff of the Branch at Ottawa; and attend to correspondence.

Duties of a "Supervising Examiner of Masters and Mates" -

A "Supervising Examiner of Masters and Mates" is an experienced navigator and the holder of a Master's Certificate. Apart from routine office work, such as, attending to correspondence and keeping.....

and keeping office accounts and records, the duties of a "Supervising Examiner of Masters and Mates" are briefly; to observe closely the provisions of the Masters and Mates Regulations, and his instructions; to maintain himself at the highest degree of efficiency as an Examiner of Candidates for all grades of Masters and Mates Certificates by keeping himself thoroughly posted in all the subjects in which Candidates are examined, and in the latest approved methods of working and solving navigational problems including chartwork, chart construction and marine surveying; to deal with the applications of Candidates for examination and to ascertain that the qualification service and testimonials of Candidates are in order; to set questions in chartwork; to hold examinations at his own port and as required at any other port or place in his Division where there is no resident Examiner; to assist from time to time as required in the revision of Masters and Mates Regulations and Examination Papers; to check and certify the work of other Examiners in his Division; and to report all Examinations in his Division to the Superintendent of the Branch at Ottawa. A Supervising Examiner also holds investigations into shipping casualties and adjusts the compasses of Government vessels in his Division as required.

There is no intention whatever in this letter of criticising your Royal Commission's Report as it is fully realized that unless your Royal Commission undertook to inquire personally into each individual case it was obliged to depend a good deal on Civil Service Commission records. But the trouble is that on account of discrepancies and inconsistencies in the Civil Service Commission's Salary Classification of positions in the Service their salary schedules are most unreliable and misleading as a basis to work on. Following is an illustration of inconsistency in the Civil Service Commission's Salary Classification of similar positions in the Service.

The technical and scientific qualifications required by officials of the Masters and Seamen Branch of the Department of Marine who deal with Masters and Mates matters and the technical and scientific qualifications required by officials of the Geodetic Surveys Branch of the Department of Interior are similar, the former having to do with Navigation in all its branches, marine surveying being one of the lesser branches of Navigation, and the latter having to do with Surveys. Yet, the position of Director of Geodetic Surveys is classified by the Civil Service Commission at a maximum salary of $4920. and the position of Assistant Director of Geodetic Surveys is classified at a maximum salary of $4320., whereas the position of "Superintendent of the Masters and Seamen Branch" is classified by the Civil Service Commission at a maximum salary of only $3720. and the position of "Supervising Examiner of Masters and Mates" is classified at a maximum salary of only $2700. And as regards the comparative value of the work carried on by these two Branches it certainly cannot be said that the work carried on by the Geodetic Surveys Branch is more urgent or important than the work carried on by the Masters and Seamen Branch. I submit that the Civil Service Commission's Salary Classification of these positions is most inconsistent.

The above mentioned positions are graded in your Royal Commission

Report.....

Report of February last as follows - The position of Director of Geodetic Surveys is placed in Salary Grade Vl at a maximum salary of $5520. and the position of Assistant Director of Geodetic Surveys is placed in Salary Grade V at a maximum salary of $4620. The position of "Superintendent of the Masters and Seamen Branch" is placed in Salary Grade lV at a maximum salary of $3900 and the position of "Supervising Examiner of Masters and Mates" is placed in Salary Grade ll at a maximum salary of $2760.

And it may further be stated with reference to the position of "Superintendent of the Masters and Seamen Branch" which is given a maximum salary classification of $3720. by the Civil Service Commission and graded in your Royal Commission's Report at a maximum salary of $3900., that in England the Masters and Mates Service is considered one of the most important public services and that the official in the Marine Department in London in charge of Masters and Mates Examinations alone, receives a regular salary of $5000. and certain allowances in addition. And with reference to the position of "Supervising Examiner of Masters and Mates" which is given a maximum salary of $2700. by the Civil Service Commission and graded in your Royal Commission's Report at a maximum salary of $2760. it may be stated that a Senior Examiner of Masters and Mates in England receives a salary of over $3000. And it may also be stated that notwithstanding that the duties of a "Supervising Examiner of Masters and Mates" includes all the important duties of the Dominion Wreck Commissioner and many more, the former is graded at a maximum salary of $2760. whereas the other is graded at a maximum salary of $5520. The difference between these two salaries certainly seems too great.

Many other examples of inconsistency in the Civil Service Commission's salary schedules might be cited but it does not seem necessary to do so as the Civil Service Commission and its work have already been discredited by the Government as evidenced by the appointment of your Royal Commission.

If my explanations have been sufficiently clear I think your Royal Commission will agree that the Masters and Seamen Branch is one of the most important Branches of the Marine Department and one of the most technical.

With regard to my references to the positions of "Director of Geodetic Surveys", "Assistant Director of Geodetic Surveys" and "Dominion Wreck Commissioner" it is not suggested that the salaries allotted to these positions are too high - They are mentioned as comparisons only. What I do submit is that the Salary Grades in which the positions of "Superintendent of the Masters and Seamen Branch" and the "Supervising Examiner of Masters and Mates" have been placed are too low.

With regard to the salary classification of positions in the Service I am not unmindful of the fact that a Department has a lot to do with the salary classification of its clerks

and officials....

and officials and I would be pleased to inform your Royal Commission as to the part the Marine Department has taken in that regard, if that information is desired.

I beg to state in conclusion that I am a native of New Brunswick and that I have been in my present position as "Superintendent of the Masters and Seamen Branch" of the Department of Marine for more than fifteen years. I was in Sub-Division A of the First Division under the Civil Service Act of 1908 at a maximum salary of $4000. and I have remained under that classification and at that salary up to the present time, under Section 11 of the Civil Service Amendment Act of 1919, as my position as "Superintendent of the Masters and Seamen Branch" has never been properly reclassified by the Civil Service Commission as it should have been and as other positions in the Department have been under the said Civil Service Amendment Act of 1919. None of the officials of the Masters and Seamen Branch have been properly classified as to salaries.

Yours sincerely,

B.F. Burnett (Sgd.)

Superintendent, Masters and Seamen Branch.

LIST OF SUBJECTS TO BE TAUGHT AND INFORMATION TO BE IMPARTED TO STUDENTS IN THE DEPARTMENT'S NAVIGATION SCHOOLS

All pupils should undergo the sight tests.

It is assumed that all pupils can read and write legibly and spell simple language correctly, and that they understand the first four rules of arithmetic. All pupils studying for deep-sea examinations should know the first five rules of arithmetic.

NAVIGATION

1. Logarithms.

2. Elementary algebra (up to and including simple equations).

3. Elementary geometry bearing on navigation.

4. (a) Trigonometrical ratios.
   (b) Trigonometrical identities.
   (c) Elementary plain trigonometry.

5. Right angle spherical trigonometry.

6. Figure drawing on a plane of the rational horizon.

7. Problems to be taught as follows:-

   (a) Day's Work.
   (b) Practical problems in Parallel Sailing.
   (c) To find the true course and distance from one place to another by Mercator's Method.
   (d) To find the Latitude by the Meridian Altitude of the Sun.
   (e) To find the True Amplitude of the Sun, and the Error of the Compass therefrom; also the Deviation, the Variation being given.
   (f) To find the Longitude by Chronometer from the Altitude of the Sun.
   (g) To find the Longitude by Chronometer from the Altitude of a Star.
   (h) To find the True Azimuth of the Sun by an Altitude of the Sun; also the Error of the Compass, and the Deviation, the Variation being given.
   (i) The use of the Time Azimuth Tables, and to find the Error of the Compass by the same.
   (j) To compute the time which a given star will be on the observer's meridian.

NAVIGATION (Continued)

7. (k) To determine what bright stars will be within a certain hour angle from the observer's meridian, above the pole and above the horizon at any given time; also the hour angle East or West of each of the stars and whether they are to the North or South of the observer's zenith when passing the meridian.

(l) To compute the approximate Meridian Altitude of a star for setting the sextant.

(m) To find the Latitude from the Meridian Altitude of a star.

(n) To find the True Azimuth of a star by the Time Azimuth Tables, and to get the deviation therefrom.

(o) To find the Latitude by an Ex. Meridian Altitude of the sun; or a star.

(p) To find the line of position, the true bearing of the Sun, and the ship's position by Sumner's Method by projection.

(q) To find the Latitude by the Altitude of the pole star at any time.

(r) To find the Latitude by the Meridian Altitude of the moon.

Chronometer

Pupils will be taught the use and care of a chronometer, and the various methods of finding its daily and accumulated rate.

Sextant

Pupils will be taught:-

(a) The names of the parts of, the use, and adjustment of the sextant, and the method of finding the index error by both the sun and the horizon.

(b) The use of the artificial horizon.

Chart Work

Pupils will be taught:-

(a) The markings, signs, and abbreviations on Admiralty charts or plans.

(b) To find the course to steer, and the distance from one given position to another.

(c) To find the ship's position together with the set and drift (if any) on the chart or plan from cross-bearings of two objects.

(d) To find the ship's position from two bearings of the same object, the course and distance run between taking the bearings being given, making due allowance for a given tide or current; also the distance of the ship from the object or any given position at the time of taking the second bearing.

(e) To find.....

NAVIGATION (Continued)

CHART WORK

(e) To find on a chart or plan the course to steer by compass in order to counteract the effect of a given tide or current, and find the distance the ship will make good towards a given point in a given time.
(f) To fix a ship's position on a chart or plan by horizontal sextant angles, using a station pointer.
(g) To find the time of high water on any given day from the Admiralty or Canadian Tide Tables.
(h) To find the approximate time of high water without the use of the Tide Tables.
(i) To find the correction to apply to the depth of water obtained from the lead line before comparing it with the depth of water marked on the chart.
(j) A general knowledge as to the cause of the tides (neap and spring.

Deviation of the Compass

1. Terrestrial magnetism and the laws of induction.
2. Various causes of deviation, and its liability to change.
3. Various types of compasses in use on board ship.
4. The most advantageous position in which to place the standard compass.
5. How to find the various co-efficients and analyse the deviation of a ship's compass.
6. How to adjust a compass (to be practically demonstrated by the use of Beale's Deviascope).
7. How to find the magnetic bearing of any fixed object when at sea or at anchor from equi distant bearings of the object, and to compute the deviation therefrom.
8. To be able to construct a deviation curve on a Napier's Diagram and make practical use of the same.
9. To understand the principle and care of the Gyroscopic Compass, its advantages and disadvantages, as compared with the Magnetic Compass.

Meteorology

1. The construction and principle of the barometer both mercurial and aneroid; the thermometer, the hygrometer, and hydrometer.
2. The Trade Winds, their cause and extent; the Monsoons, their extent and their seasons.
3. Revolving storms; indications of their approach, to find the probable path of the centre, and how to avoid the same.
4. The cause of fog and rain.
5. To be able to recognise, name, and describe, the various types of clouds.

6. Icebergs....

NAVIGATION (Continued)

Meteorology

6. Icebergs; their formation, and the various names given to the different types of ice.
7. To have a good general knowledge of the contents of "The Barometer Manual" and the "Seaman's Handbook of Meteorology".

Ship Construction

A good general knowledge of the contents of Thearle's "Modern Practice of Shipbuilding in Iron and Steel".

Ship Stability

A thorough knowledge of Simpson's rules for finding the area of a water-plane.

Methods of finding the metacentric height, moments of trim, moment of inertia of a water-plane.

Legal Duties of Master

1. Law as to engagement and discharge of, and management of, the crew, and entries to be made in official log book.
2. Law as to load line marks and the entries and reports to be made respecting them.
3. Knowledge of; invoices, charter party, bills of lading, Lloyd's agent, bills of exchange, surveys, bottomry bond, general and particular average.

Rules of the Road.

A thorough knowledge of the Rule of the Road both for Sailing Ships and Steamships, to be taught with the use of models.

Articles relating to Rule of the Road to be learned verbatim.

Signalling

The use of the International Code Book and the Allied Signal Manual.

(a) Semaphore
(b) Morse Code with flashing lamp
(c) Morse Code flag flag waving
(d) Instructions contained in International Code Signal Book regarding distress signals, signals for pilots, etc., and penalty

for improper....

NAVIGATION (Continued)

Signalling

for improper use. Signalling by use of the International Code Book.

SEAMANSHIP

1. The standing and running rigging.
2. Bending, unbending, setting, and furling sails.
3. Sending yards and masts up and down.
4. Preparing a steamship for sea.
5. The care and usage of mechanical logs and sounding machines.
6. Management of ship's boats in heavy weather.
7. Stowage of cargo.
8. The marking and use of the hand lead line and log line.
9. Sluice valves, ballast tanks, limbers.
10. Engineroom telegraphs and deck appliances generally.
11. The use and management of the rocket apparatus in the event of the vessel being stranded.
12. Rigging sheers and heavy derricks for getting heavy weights in and out.
13. How to moor and unmoor a ship, to clear hawse and to carry out an anchor.
14. Rigging, and the use of, a sea-anchor.
15. Disposing of weights and cargo in a tender and in stiff ship.
16. Ventilation of holds for various sorts of cargo and stowage of explosives.
17. Grain cargoes.
18. The effect of the screw race with the helm ported or starboarded with the engines going ahead or astern.
19. To take a cast of the deep-sea lead in heavy weather.
20. Construction of rafts and jury-rudders.
21. Management of a steamship in heavy weather.
22. Rescuing the crew of a distressed vessel.
23. The use of steam appliances in the event of fire.
24. The best arrangement for towing under different circumstances.
25. Drydocking a ship and directing repairs.

Additional Seamanship for Ordinary Certificates

1. Management of a ship under canvas.
2. Securing masts in event of accident to bowsprit.
3. Heaving a keel out.

LIST OF SUBJECTS TO BE TAUGHT AND INFORMATION TO BE IMPARTED TO STUDENTS IN THE DEPARTMENT'S NAVIGATION SCHOOLS

GENERAL SUBJECTS

1. How to keep a ship's log book.
2. How to calculate a freight and its commissions.
3. Ship's life boats; how to measure them, their equipment and capacity.
4. Testing of life buoys and life-jackets.
5. The screening of side lights.
6. The prevailing winds and currents of the globe.
7. The trade routes.
8. How to calculate the capacity of a holder or bunker.
9. Calculations regarding economy in coal consumption.
10. The correction of D.F. Wireless bearings before applying to chart.
11. The universal system of buoyage of channels.

M A R I N E

METEOROLOGICAL

The functions of the Meteorological Service are, broadly, to observe and record atmospheric conditions, variations of heat and moisture, of winds, precipitations, etc.; to forecast weather conditions; to maintain time service, and to give warning of impending storms and disturbances. It also engages in the research and study of related matters, such as the relation between weather and the growth of crops, and the relation between atmospheric conditions and forest fires. It also co-operates and participates in meteorological and magnetic work in arctic regions and with the International Commission on atmospheric conditions.

MARINE

METEOROLOGICAL

Definition	Class	Salary Range	Number of Positions: Occupied	Vacant	Total
81 P	Director, Meteorological Service	$4,020-4,920 C-Allowance: House 5,700-7,200	1	-	1
10 P (1)	Assistant Director and Magnetician, Meteorological Service	3,000-up Present salary $3,500 4,020-4,620	1	-	1
166 (3)	Meteorologist, Grade 3	2,700-3,240	-	3	3
167 (4)	Meteorologist, Grade 2	2,400-2,880	- T 2	7 -	7 T 2
168	Meteorologist, Grade 1	1,920-2,160	3	-	3
164-165 P (2)	Meteorological Physicist	2,520-3,240 3,420-3,900	-	1	1
265-266 P (5)	Weather Forecaster, Grade 3	2,520-3,240 2,880-3,360	2	-	2
267-268	Weather Forecaster, Grade 2	1,920-2,400	2	-	2
269	Weather Forecaster, Grade 1	1,920-2,160	2	-	2
250	Superintendent, Western Airways, Weather Forecasting Service	2,520-3,240	1	-	1
199-200 P	Seismologist	2,520-3,240 3,420-3,900	1	-	1
59-60 P	Climatologist	2,160-3,000 2,880-3,360	2	-	2
174	Principal Clerk	1,920-2,400	1	-	1
52	Clerk, Grade 4	1,620-1,920	1	1	2
54	Clerk, Grade 3	1,380-1,620	2 T 1	3 -	5 T 1
56	Clerk, Grade 2	1,080-1,380	4	3	7

(over)

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MARINE

METEOROLOGICAL

Definition	Class	Salary Range	Number of Positions: Occupied	Vacant	Total
129	Instrument Maker Foreman	$1,800-1,980	1	-	1
130	Instrument Maker, Grade 2	1,800-1,920	2	-	2
131	Instrument Maker's Helper	1,200-1,320	-	1	1
203 P	Senior Engineering Clerk	1,800-2,160 1,800-2,160	1	-	1
15-16 P	Assistant Magnetician	1,740-2,400 2,280-2,760	1	-	1
198	Seismological Observer	1,740-2,040	1	-	1
75	Departmental Printer	1,620-1,800	1	-	1
163	Meteorological Observer	1,620-1,920	1	-	1
139	Junior Meteorological Observer and Computer	1,200-1,620	2	1	3
272-273 P	Weather Observer, Grade 6 Station	1,620-2,100	5 T 3	10 -	15 T 3
		1,800-2,160 Allowance: House	1 T 1	1 -	2 T 1
274	Weather Observer, Grade 5 Station	1,320-1,620	5 T 3	2 -	7 T 3
275	Weather Observer, Grade 4 Station	1,140-1,440	T 1	-	T 1
276	Weather Observer, Grade 3 Station Part Time	400-1,000	5	-	5
277	Weather Observer, Grade2 Station Part Time	180-600	44 T 5	8 -	52 T 5
E			10 T 6	6 -	16 T 6
278 E	Weather Observer, Grade 1 Station Part Time	120	237 T 77	112 -	349 T 77

(over)

MARINE

METEOROLOGICAL

Definition		Class	Salary Range	Number of Positions Occupied	Vacant	Total
270-271	P	Weather Observer and Forecaster, Grade 1	$1,560-1,920 1,800-2,160	2	-	2
26		Assistant Weather Observer and Forecaster	1,140-1,440	1	-	1
154	P	Map Draftsman	1,500-1,800 1,800-2,160	1	-	1
74		Departmental Librarian, Grade 2	1,440-1,800	-	1	1
236		Stenographer, Grade 3	1,380-1,620	1	-	1
237		Stenographer, Grade 2	1,080-1,380	-	1	1
229		Special Typist, Grade 3	1,380-1,620	1	2	3
262		Typist, Grade 2	1,080-1,380	-	3	3
263		Typist, Grade 1	720-1,020	-	1	1
255		Telegraph Operator	1,980	1	1	2
32		Caretaker	1,380 1,200-1,260	1 1	- -	1 1
153		Magnetic Observer	1,200	1	-	1
147		Library Assistant	1,080-1,380	1	-	1
162		Messenger	720-1,020	1	-	1
256		Telephone Operator	720-960	1	-	1
171		Office Boy	420-660	- T 2	2 -	2 T 2
282	E	Wind Observer Part Time	$700 average	9	2	11
61	E	Cloud Observer Part Time	500 average	- T 2	9 -	9 T 2
241	E	Storm Signal Agent Part Time	45-225	94 T 7	10 -	104 T 7
	E	Charwoman	P.R.	1	-	1

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Series Letter	Title	Salary Range	Number of Positions Regular	Temporary
400-401	Janitor Cleaner and Sweeper, Grade 1	$1,320-1,620 1,020-1,320	4	-
[illegible]	Janitor Trainer Cleaner and Sweeper	[illegible]	1	-
104	Key Machine	[illegible] 1,020-1,320	1	-
[illegible]	Laboratory Technician, Grade 2	[illegible]	-	1
[illegible]	Stenographer, Grade 2	1,020-1,020	1	-
[illegible]	Stenographer, Grade 4	[illegible]	-	1
[illegible]	Typist, Grade 2	[illegible]	1	4
[illegible]	Typist, Grade 4	[illegible]	-	1
[illegible]	Typists, Grade 1	780-1,020	-	1
[illegible]	Switchboard Operator	[illegible]	1	1
[illegible]	Storekeeper	[illegible] 1,320-1,620	1 1	- -
[illegible]	Supply Clerk	[illegible]	1	-
447	Library Assistant	1,020-1,320	1	-
[illegible]	Messenger	780-1,020	1	-
[illegible]	Telephone Operator	[illegible]	1	-
[illegible]	Office Boy	660-900	1	-
[illegible]	Wire Transcriber Part Time	[illegible]	1	-
[illegible]	Clerk Typist Part Time	[illegible]	1	-
501	Storm Signal Agent Part Time	45-[illegible]	19	11

MARINE

METEOROLOGICAL

Defin-ition	Class	Salary Range	Number of Positions Occupied	Vacant	Total
	Total		567	191	758

NOTE: (1) The title of this position has been changed from Assistant Director and Physicist since dealt with by your Commission.

(2) The title of this position has been changed from Magnetician, since dealt with by your Commission.

(3) This is a new class.

(4) The title of this class has been changed from Meteorologist, and the salary from $2,500. Your Commission's rating was $2,280-2,760.

(5) The title of this class has been changed from Weather Forecaster, since dealt with by your Commission.

NOTE: In addition to the regular Weather Observers, there are 514 people who are furnished with instruments, who take and report observations voluntarily and without remuneration.

M A R I N E

PILOTAGE

The administration and operation of the six Pilotage Districts of which the Minister of Marine is the pilotage authority, and the supervision of pilotage districts which are administered by Pilot Commissions, of which there are presently forty. In the first instance, to promulgate the various by-laws governing the administration of the said six pilotage districts and regulations thereunder, and thereafter to initiate such changes in the said by-laws and regulations as may be desirable from time to time, and to maintain them in operation at all times.

MARINE

PILOTAGE

Definition		Class	Salary Range	Number of Positions Occupied	Vacant	Total
83-84	P	Director, Pilotage Branch	$3,600-4,320 4,020-4,620	1	-	1
247	P	Superintendent of Pilots	3,180-3,720 3,420-3,900	3	2	5
23		Assistant Superintendent of Pilots	1,920-2,760	1	-	1
174		Principal Clerk	1,920-2,400	1	-	1
52		Clerk, Grade 4	1,620-1,920	5 S 1	- -	5 S 1
54		Clerk, Grade 3	1,380-1,620	4	-	4
56		Clerk, Grade 2	1,080-1,380	4 -	1 S 1	5 S 1
58		Clerk, Grade 1	720-1,020	1	-	1
63	E	Collection Clerk, Marine	1,200	1	-	1
237		Stenographer, Grade 2	1,080-1,380	2	-	2
238		Stenographer, Grade 1	720-1,020	2 S 1	- -	2 S 1
162		Messenger	720-1,020	1	-	1
	E	Ship Master	P.R.	S 2	-	S 2
	E	Chief Officer	P.R.	S 1	-	S 1
	E	Engineer	P.R.	S 2 1	- -	S 2 1
183	E	Quartermaster	P.R.	S 2	-	S 2
51	E	Chief Steward	P.R.	S 1	-	S 1
	E	Assistant Steward	P.R.	S 1	-	S 1
	E	Chief Cook	P.R.	S 1	-	S 1
	E	Second Cook	P.R.	S 1	-	S 1
28	E	Boatswain	P.R.	S 1	-	S 1

(over)

MARINE

PILOTAGE

Defin-ition		Class	Salary Range	Number of Positions Occupied	Vacant	Total
172	E	Oiler	P.R.	S 2	-	S 2
101	E	Fireman	P.R.	S 2	-	S 2
	E	Sailor	P.R.	S 6	-	S 6
	E	Handyman	P.R.	S 1	-	S 1
				52	4	56

M A R I N E

RADIOTELEGRAPH

(a) The general administration of radio in the Dominion, including the licensing and control of all private stations on ships and land, including also radio broadcasting.

(b) The administration of radio internationally, in so far as it affects the Dominion.

(c) The establishment, construction and operation of all radio stations in Canada including ship to shore, direction finding, radio beacons and other similar aids to navigation.

MARINE

RADIOTELEGRAPH

Definition		Class	Salary Range	Number of Positions: Occupied	Vacant	Total
82	P	Director of Radiotelegraph Service	$4,620-5,220 5,700-7,200	1	-	1
249	P	Superintendent, Radiotelegraph Service	3,720-3,960 4,020-4,620	1	-	1
88	P	Division Superintendent, Radiotelegraph Service	2,880-3,600 3,420-3,900	2	-	2
206a	P	Senior Radio-Electrical Engineer	3,120-3,840 4,020-4,620	1	-	1
122	P	Inductive Interference Engineer	3,000-3,240 3,420-3,900	1	-	1
92	P	Electrical Engineer (Radio)	2,760-3,120 2,880-3,360	1	-	1
20	P	Assistant Radio Electrical Engineer	2,220-2,700	4	1	5
				T 1	-	T 1
			2,280-2,760			
140	P	Junior Radio-Electrical Engineer	1,800-2,160 1,800-2,160	1	-	1
47	P	Chief Radio Inspector	2,520-3,060 3,420-3,900	1	-	1
208	P	Senior Radio Inspector	2,340-2,580 2,880-3,360	8	-	8
185	P	Radio Inspector	1,860-2,340	14	1	15
		Part Time		T 9	-	T 9
				-	11	11
	E			-	36	36
				T 25	-	T 25
			2,280-2,760			
142	P	Junior Radio Inspector	1,620-1,860 1,800-2,160	5	4	9

(over)

[illegible]

[illegible]

Serial Line	Class	Number Series Assigned	Number of Sets Lines
[illegible]	[illegible] Radiolocation Service	[illegible]	[illegible]
[illegible]	[illegible], Radiolocation Service	[illegible]	[illegible]
[illegible]	[illegible] Radiolocation Service	[illegible]	[illegible]
[illegible]	[illegible] Radiolocation	[illegible]	[illegible]
[illegible]	[illegible] Radiolocation	[illegible]	[illegible]
[illegible]	[illegible] Radiolocation	[illegible]	[illegible]
[illegible]	[illegible] Radiolocation	[illegible]	[illegible]
[illegible]	[illegible] Radiolocation	[illegible]	[illegible]
[illegible]	[illegible] Radiolocation	[illegible]	[illegible]
[illegible]	[illegible] Radiolocation	[illegible]	[illegible]
[illegible]	[illegible] Radio Transmitter	[illegible]	[illegible]
[illegible]	[illegible] Radio Transmitter	[illegible]	[illegible]
[illegible]	[illegible] Radio Transmitter	[illegible]	[illegible]
[illegible]	[illegible] Radio Transmitter	[illegible]	[illegible]
[illegible]	[illegible] Radio Transmitter Port Time	[illegible]	[illegible]
[illegible]	[illegible] Radio Transmitter	[illegible]	[illegible]

MARINE

RADIOTELEGRAPH

Definition		Class	Salary Range	Number of Positions: Occupied	Vacant	Total
207	P	Senior Radio-Electrician	$2,340-2,580 2,880-3,360	5 T 3	3 -	8 T 3
184	P	Radio-Electrician	1,860-2,340 2,280-2,760	5 T 4	14 -	19 T 4
141	P	Junior Radio-Electrician	1,620-1,860 1,800-2,160	17 T 2	13 -	30 T 2
48		Chief Radiotelegraph Operator	2,100-2,190	11 T 8	9 -	20 T 8
209-210		Senior Radiotelegraph Operator	1,620-1,860	69 T 38	61 -	130 T 38
143-144		Junior Radiotelegraph Operator	1,320-1,500	- T 18	18 -	18 T 18
216	P	Senior Translator	3,480 1,920-2,400 2,280-2,760	T 1 -	- 1	T 1 1
113		Head Clerk	2,520-3,000	1	-	1
174		Principal Clerk	1,920-2,400	2	-	2
215		Senior Traffic Clerk	2,040-2,520	1	-	1
52		Clerk, Grade 4	1,620-1,920	2	-	2
54		Clerk, Grade 3	1,380-1,620	4	-	4
56		Clerk, Grade 2	1,080-1,380	5 T 2	2 -	7 T 2
58		Clerk, Grade 1	720-1,020	3 T 5	5 -	8 T 5
202	P	Senior Draftsman	1,800-2,160 1,800-2,160	1	-	1
130		Instrument Maker, Grade 2	1,800-1,920	1	-	1

(over)

MARINE

RADIOTELEGRAPH

Definition	Class	Salary Range	Number of Positions: Occupied	Vacant	Total
66	Construction Foreman	$1,560-1,800	1	1	2
236	Stenographer, Grade 3	1,380-1,620	1	-	1
237	Stenographer, Grade 2	1,080-1,380	13 T 3	3 -	16 T 3
238	Stenographer, Grade 1	720-1,020	10 T 4	5 -	15 T 4
169	Office Appliance Operator, Grade 3	1,260-1,500	1	-	1
170	Office Appliance Operator, Grade 2	1,020-1,200	6	-	6
32	Caretaker	1,200-1,260	1 T 1	1 -	2 T 1
	E Part Time	P.R.	- T 2	2 -	2 T 2
262	Typist, Grade 2	1,080-1,380	4	-	4
263	Typist, Grade 1	720-1,020	4 T 1 - S T 3	1 - S 3 -	5 T 1 S 3 S T 3
171	Office Boy	420-660	2 T 3	3 -	5 T 3
	E Electrician	P.R.	- T 3	4 -	4 T 3
	E Electrician's Apprentice	P.R.	- T 1	2 -	2 T 1
	E Machinist	P.R.	- T 1	1 -	1 T 1
	E Rigger	P.R.	- T 2	1 -	1 T 2
	E Carpenter	P.R.	-	1	1
36	E Chauffeur	P.R.	- T 13	15 -	15 T 13

(over)

MARINE

RADIOTELEGRAPH

Definition	Class	Salary Range	Number of Positions Occupied	Vacant	Total
E	Housekeeper	P.R.	-	5	5
			T 3	-	T 3
E	Cook	P.R.	-	4	4
			T 4	-	T 4
E	Gas Engineman	P.R.	-	1	1
			T 1	-	T 1
E	Labourer	P.R.	-	4	4
			T 3	-	T 3
			374	236	610

[illegible]

[illegible]

[illegible]

[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

Correspondence received through Mr. F. E. Meredith K.C., from Judge Martineau re classification of J.W. Bain, Radio Engineer, Department of Marine.

The Judges' Chambers

CONFIDENTIAL

Montreal, October 23rd, 1930

M.F.E. MEREDITH, K.C.,
355, St. James Street,
City.

Dear Mr. Meredith,

Did I understand you correctly and did you ask me to send you a memorandum setting out the facts concerning my son-in-law, Mr. J.W. Bain, Radio Branch, Department of Marine? If so, and to comply with your request, I send you one which I pray you to give to Mr. Beatty, together with the presents, which supplements it, with a few observations.

When the Report of the Royal Commission was presented to the Government, Mr. Bain and other officers of his department (the same thing must have been done in other departments) complained to their immediate superiors of their respective under-classification. Recognizing that these complaints were justified, it was agreed that a recommendation should be made to effect the necessary corrections. It was in fact made and approved by the Deputy Minister. The original intention, I suppose, was that this recommendation should be annexed in some way to the Report of the Royal Commission, so as to be implemented together with the latter by Parliament. Parliament however did not implement the Royal Commission's Report, but has empowered it to continue its work, classifying other employees, and correcting whatever errors may have been made in its previous report. So that the said recommendation has been sent

to the Hon. Secretary of State who, I presume, will transmit it to the Royal Commission for consideration in its final report.

If this recommendation is thus sent, it seems to me that the Royal Commission will be fully justified if for no other reasons, in granting the correction asked for.

Independently however of this recommendation, and I would even say independently of Mr. Bain's high qualifications and special duties as per memorandum enclosed, it would be abnormal to place him and let him remain in Class 111, that is in the same class as the Senior Radio Electrician who is under his control and executes his designs, plans etc.,! If only to make a difference between the two, Mr. Bain should be put in Class 1V !

Lastly I enclose also very confidentially a letter from the Hon. Mr. Cardin.

I must now repeat what I told you the other day. Nothing but a most sincere conviction that Mr. Bain deserves in all respects what he is asking for, has induced me to ask your friendly assistance to enable me personally to put his case before Mr. Beatty.

However, if Mr. Beatty cannot see me,- and I understand that he may not be able to do so,- will you kindly give him the enclosed memorandum and the present confidential letter, also Mr. Cardin's letter. And if you kindly and confidentially tell me that you have done so, I will be satisfied !

But if Mr. Beatty can go further and can tell you that after reading all those documents Mr. Bain's request appears to him reasonable, I will be more than

The Judges' Chambers

3.

satisfied !!

As for Sir George Garneau, a word from you will, I am sure, be sufficient to cause him to give Mr. Bain's demand his most careful attention.

Thanking you very much for your exceedingly kind help in the matter and excusing myself for such a lengthy epistle,

I remain,

Yours very truly,

Paul J. Martineau (Sgd.)

Concerning Radio Engineer J. W. Bain, Department of Marine, in connection with the classification of Technical services.

This officer is a graduate of McGill University in Electrical Engineering, from which institution he graduated with high standing in 1914.

From 1914 to 1919 he served overseas with the C.E.F.

On returning from overseas he was for three years Senior Demonstrator at McGill and four years Assistant Professor of Electrical Engineering and special lecturer in radio communications at Queen's University.

He left the latter institution to enter the Service in 1926.

He is in responsible charge of the departmental laboratory of the Radio Branch, Department of Marine and in this capacity is fully and solely responsible for all standards, measurements, testing, experimental and development work of a scientific nature and the purchase of apparatus in connection therewith.

He acted in the capacity of Technical Adviser to the Canadian delegation at the International Radiotelegraph Conference, Washington, 1927, the North American Radio Conference, 1928, the International Conference on Safety of Life at Sea, London, 1929, and was one of the Canadian delegates to the meeting of the International Technical Committee on Radio communications, The Hague, 1929.

He acts, in a general way, as scientific adviser to the Director of Radio and is directly responsible to him for information, reports and equipment of a scientific nature in connection with the activities of the Branch.

A member of the Corporation of Professional Engineers of Quebec, he possesses an equal command of both the English and French languages.

This officer, a trained scientist, has been graded by the Royal Commission in grade III, together with Senior Radio Electricians, artisan ratings who on occasion perform manual labour under his supervision.

He claims grade IV as his present proper grading.

He is convinced that the Royal Commission was not cognizant of the above mentioned duties and responsibilities, nor of his qualifications, nor again of the inadequacies of the old classification which at the time it was made was unjust to the professional

engineers of this branch and is even more so now on account of the great scientific development and increasing importance of the art of radio communications.

A memorandum covering the case of this officer and of other officers of the Marine Department has been prepared under the authority of the Acting Deputy Minister and sent to the Honourable Secretary of State who will, I suppose, send it to the Royal Commission.

MINISTERE DE LA MARINE ET DES PECHERIES

CABINET DU MINISTRE

Ottawa, le 21 mai, 1930.

PERSONNELLE

Mon cher Juge,

J'ai la votre du 19 courant au sujet du pouvoir de la Commission chargee de considerer la remuneration des employes civils. Je crois que nous avons donne assez d'autorite a cette Commission pour lui permettre de considerer les cas comme celui qui vous interesse. De plus, je ne crois pas que cette Commission fasse beaucoup de travail avant les elections generales. Soyez certain que je ferai de mon mieux pour que justice soit rendue a monsieur Bain qui est un de nos meilleurs employes.

Veuillez me croire, mon cher Juge,

Votre bien devoue

(Signed) P. J. A. Cardin

L'honorable Paul Martineau, Juge,
Cour Superieure,
Montreal, P.Q.

M A R I N E

REGISTRY OF SHIPPING

To interpret and administer Part I of the Canada Shipping Act; to supervise and direct, and to record the registration of all Canadian shipping; to compile and publish annually a list of all vessels registered in Canada, together with monthly supplements thereto; to maintain a complete record of all such vessels during the whole period of their registration and all transactions entered into in connection therewith, the whole as required under the provisions of the Merchant Shipping Act and the Canada Shipping Act.

REGISTRY OF SHIPPING

Definition		Class	Salary Range	Number of Positions: Occupied	Vacant	Total
49		Chief Registrar of Shipping	$2,520-3,000	1	-	1
21		Assistant Registrar of Shipping	2,520-3,000	1	-	1
			2,040-2,460	1	-	1
			1,860-2,220	3	-	3
54		Clerk, Grade 3	1,380-1,620	2	-	2
				8	-	8
187	E	Registrar of Shipping Part Time		84	-	84

The Collector or Principal Officer of Customs at each port of registry is the Registrar of Shipping. There are 84 established ports of registry, and the additional remuneration paid to these officers as Registrars is determined by the number of vessels on the registry of the port. No additional remuneration is paid where there are fewer than ten vessels registered. Where the work of registration is of such volume as to require that one person shall devote his whole time to it, Assistant Registrars are appointed.

158	E	Measuring Surveyors of Shipping	Fees of office	70	-	70

These officers are appointed by the Governor in Council under the provisions of Part 1 of the Canada Shipping Act, and are, in most instances, men permanently employed by the government in other capacities. Their fees do not constitute a regular government remuneration.

M A R I N E

SHIP DESIGN AND CONSTRUCTION

The nature of the service performed by this branch is as follows:

(a) Preparation of original designs and specifications for hulls, machinery and equipment of icebreakers, car ferries, lightships, buoy steamers, patrol vessels, dredges, motor and other floating craft.

(b) Preparation of estimates of costs required for new construction and other shipbuilding and marine engineering work; contracts for vessels ordered to be constructed.

(c) The preparation of guidance plans and specifications for such construction and the examination and approval of detailed working drawings prepared by shipbuilders and engineers from such plans and specifications; the supervision of such construction until completion and final acceptance of vessels so constructed.

(d) Affording technical advice to all Government departments in respect of ship displacement, buoyancy, stability, tonnage, deadweight, freeboard, horse power, speed, strength, etc.

MARINE

SHIP DESIGN AND CONSTRUCTION

Definition		Class	Salary Range	Number of Positions: Occupied	Vacant	Total
45	P	Chief Naval Architect	$4,800-5,400 5,700-7,200	1	-	1
18	P	Assistant Naval Architect	2,820-3,600 4,020-4,620	1	-	1
17	E P	Assistant Marine Engineering Draftsman and Surveyor	3,300 2,880-3,360	T 1	-	T 1
177	P	Principal Ship Draftsman	2,220-2,700 2,280-2,760	T 2	-	T 2
218	P	Ship Draftsman	1,500-1,800 1,800-2,160	-	1	1
236		Stenographer, Grade 3	1,380-1,620	1	-	1
237		Stenographer, Grade 2	1,080-1,380	- T 1	1 -	1 T 1
				7	2	9

MARINE

SOREL SHIPYARD

To design, construct, repair and alter dredges, tugs, barges, scows, steamers and other like craft; to prepare specifications, calculations, drawings, blue prints, estimates, etc., in conjunction therewith; and to render a proper accounting of all such operations.

The Sorel Shipyard is a fully equipped ship construction, repair and supply establishment, including erection ways, boiler shops, machine shops, blacksmith shops, carpenter and woodworking shops, saw mill, paint shop, steamfitting shop, power plant, wharves, sheer-legs, welding, hoisting, transportation and other like plants and facilities, and a stores establishment.

MARINE

SOREL SHIPYARD

Definition		Class	Salary Range	Number of Positions: Occupied	Vacant	Total
227-228	P	Sorel Shipyard Superintendent	#$4,200-4,800 3,420-3,900	1	-	1
72		Departmental Accountant, Grade 2	2,220-2,700	1	-	1
177	P	Principal Ship Draftsman	2,220-2,700 2,280-2,760	-	1	1
211	P	Senior (Ship) Draftsman	1,800-2,160	1	-	1
			1,800-2,160	T 2	-	T 2
218	P	Ship Draftsman	1,500-1,800	2	1	3
			1,800-2,160	T 1	-	T 1
138		Junior Mechanical Draftsman	1,140-1,440	1	-	1
52		Clerk, Grade 4	1,620-1,920	-	2	2
				T 1	-	T 1
54		Clerk, Grade 3	1,380-1,620	2	-	2
56		Clerk, Grade 2	1,080-1,380	1	3	4
58		Clerk, Grade 1	720-1,020	7	4	11
				T 1	-	T 1
236		Stenographer, Grade 3	1,380-1,620	1	-	1
263		Typist, Grade 1	720-1,020	-	1	1
				T 1	-	T 1
		Timekeeper	Not classified	-	1	1
1	E	Apprentice Draftsman	P.R.	1	-	1
	E	Office Help	P.R.	T 6	-	T 6
	E	Stores Help	P.R.	T 25	-	T 25
162	E	Messenger	P.R.	T 2	-	T 2
36	E	Chauffeur	P.R.	T 2	-	T 2

Salary range revised by Civil Service Commission as of April 1st, 1930.

(over)

MARINE

SOREL SHIPYARD

Definition		Class	Salary Range	Number of Positions Occupied	Vacant	Total
	E	Launchman	P.R.	T 1	-	T 1
	E	Boatman	P.R.	T 1	-	T 1
	E	Time Clock Guardian	P.R.	1	-	1
101	E	Fireman	P.R.	2	-	2
	E	Stableman	P.R.	1	-	1
	E	Millwright	P.R.	1	-	1
	E	Gatekeeper	P.R.	1	-	1
95	E	Engineer and Watchman	P.R.	4	-	4
264	E	Watchman	P.R.	18	-	18
	E	Locksmith	P.R.	1	-	1
93	E	Electric Operator	P.R.	2	-	2
	E	Pumper	P.R.	5	-	5
	E	Charwoman	P.R.	1	-	1
	E	Seamstress	P.R.	2	-	2
105	E	Foreman of Dredges	P.R.	1	-	1
7	E	Assistant Chief Foreman	P.R.	1	-	1
	E	Foreman	P.R.	14	-	14
	E	Assistant Foreman	P.R.	24	-	24
	E	Shop and Yard Clerk	P.R.	11	-	11
	E	Machinist	P.R.	T 48	-	T 48
	E	Machinist Helper	P.R.	T 5	-	T 5
	E	Machinist Apprentice	P.R.	T 12	-	T 12
	E	Blacksmith	P.R.	T 13	-	T 13
	E	Blacksmith Helper	P.R.	T 14	-	T 14

(over)

MARINE

SOREL SHIPYARD

Definition		Class	Salary Range	Number of Positions Occupied	Vacant	Total
	E	Blacksmith Apprentice	P.R.	T 1	-	T 1
	E	Patternmaker	P.R.	T 4	-	T 4
	E	Patternmaker Apprentice	P.R.	T 4	-	T 4
	E	Carpenter Joiner	P.R.	T 55	-	T 55
	E	Carpenter	P.R.	T 122	-	T 122
	E	Carpenter Apprentice	P.R.	T 14	-	T 14
35	E	Chargeman, Saw Mill	P.R.	T 1	-	T 1
27	E	Band Saw Operator	P.R.	T 1	-	T 1
	E	Machine Operator	P.R.	T 2	-	T 2
	E	Sailmaker	P.R.	T 1	-	T 1
	E	Rigger	P.R.	T 1	-	T 1
	E	Caulker	P.R.	T 16	-	T 16
	E	Caulker Helper	P.R.	T 5	-	T 5
	E	Cleaner	P.R.	T 1	-	T 1
	E	Coppersmith	P.R.	T 1	-	T 1
	E	Tinsmith	P.R.	T 1	-	T 1
	E	Steamfitter	P.R.	T 32	-	T 32
	E	Steamfitter Apprentice	P.R.	T 4	-	T 4
	E	Boilermaker	P.R.	T 75	-	T 75
	E	Boilermaker Helper	P.R.	T 50	-	T 50
	E	Boilermaker Apprentice	P.R.	T 1	-	T 1
	E	Boilermaker Rivetter	P.R.	T 36	-	T 36
	E	Rivetter Helper	P.R.	T 2	-	T 2
	E	Rivet Headers	P.R.	T 2	-	T 2

(over)

MARINE

SOREL SHIPYARD

Definition		Class	Salary Range	Number of Positions Occupied	Vacant	Total
	E	Rivet Heater	P.R.	T27	-	T 27
	E	Gas Cutter	P.R.	T 5	-	T 5
217	E	Shear-Leg Operator	P.R.	T 2	-	T 2
	E	Toolmaker	P.R.	T 1	-	T 1
	E	Bricklayer	P.R.	T 1	-	T 1
62	E	Coal Clam Operator	P.R.	T 1	-	T 1
281	E	Winchman	P.R.	T 2	-	T 2
	E	Tool Room Attendant	P.R.	T 1	-	T 1
	E	Electrician	P.R.	T 13	-	T 13
	E	Electrician Apprentice	P.R.	T 4	-	T 4
	E	Electric Welder	P.R.	T 8	-	T 8
	E	Labourer	P.R.	T 219	-	T 219
	E	Tractor Operator	P.R.	T 8	-	T 8
	E	Teamster	P.R.	T 2	-	T 2
				969	13	982

M A R I N E

STEAMSHIP INSPECTION

The Steamship Inspection Service is constituted for the purpose of safeguarding the lives of passengers and crews of ships trading from Canadian ports, whether registered in Canada or elsewhere, and that such vessels are sent to sea in a seaworthy condition as respects hulls, boilers, machinery and equipment, including life saving, cargo, tackle, etc., that they have proper means aboard for signalling, and are properly manned as regards both navigating and engineering officers.

This branch also arranges for the technical details required in regard to the repair and maintenance of Government owned ships, involving the preparation of specifications, estimates, etc.; prepares drafts of legislation and statutory regulations bearing on the inspection of steamships; gives technical advice to the Department on questions of marine engineering, and the administration of Parts VII and IX of the Canada Shipping Act.

MARINE

STEAMSHIP INSPECTION

Definition		Class	Salary Range	Number of Positions: Occupied	Vacant	Total
33-34	P	Chairman, Steamship Inspection Board	$4,620-5,220 4,800-5,520	1	-	1
178-180	P	Principal Steamship Inspector	3,720-4,080 4,020-4,620	2	-	2
212-213	P	Senior Steamship Inspector	3,420-3,660 3,420-3,900	3	-	3
233	P	Steamship Inspector, General	2,820-3,360 3,420-3,900	20	-	20
231-232	P	Steamship Inspector, Boilers and Machinery	2,520-2,880 2,880-3,360	2	-	2
234-235	P	Steamship Inspector, Hulls and Equipment	2,520-2,880 2,880-3,360	6	-	6
113		Head Clerk	2,520-3,000	1	-	1
174		Principal Clerk	1,920-2,400	1	-	1
52		Clerk, Grade 4	1,620-1,920	1	-	1
54		Clerk, Grade 3	1,380-1,620	1	-	1
236		Stenographer, Grade 3	1,380-1,620	1	-	1
237		Stenographer, Grade 2	1,080-1,380	10 T 1	2 -	12 T 1
238		Stenographer, Grade 1	720-1,020	1	-	1
262		Typist, Grade 2	1,080-1,380	T 1	-	T 1
254	E	Tackle Inspector	1,260-1,440	2 S 1	- -	2 S 1
				55	2	57

[illegible]

[illegible]

Occupation Index	Class	Salary Range	Number of Positions [illegible]	[illegible]	[illegible]
[illegible]	[illegible] Chief, Standards [illegible] Section Board	[illegible]	1	-	1
[illegible]	[illegible] Technical Standards [illegible] Expert	[illegible]	2	-	[illegible]
[illegible]	[illegible] Senior Standards Engineer	[illegible]	2	-	[illegible]
[illegible]	[illegible] Standards Inspector, General	[illegible]	[illegible]	-	-
[illegible]	[illegible] Standards Inspector, Science and Engineering	[illegible]	4	-	[illegible]
[illegible]	[illegible] Standards Inspector, Testing and Inspection	[illegible]	1	-	-
113	Head Clerk	8,380-9,000	1	-	-
[illegible]	Principal Clerk	[illegible]	[illegible]	-	-
22	Clerk, Grade 4	1,820-1,980	1	-	-
24	Clerk, Grade 3	1,380-1,520	1	-	-
220	Stenographer, Grade 3	1,680-1,820	1	-	-
[illegible]	Stenographer, Grade 4	[illegible]	[illegible]	[illegible]	-
222	Stenographer, Grade 2	[illegible]	1	-	-
222	Typist, Grade 3	1,620-1,820	1 T	-	[illegible]
224	2 Typists Inspector	1,380-1,440	2 S 1	-	-
			[illegible]	[illegible]	

M A R I N E

ST. LAWRENCE SHIP CHANNEL - DREDGING

The nature of the service performed by this branch is as follows:

To design and widen the St. Lawrence Ship Channel between Montreal and deep sea water, including the maintenance and patrol of the said channel, and in some measure its tributary waters also, for safe navigation. This latter includes icebreaking in the spring and fall; the checking and placing of movable aids; the detection and removing of obstructions; on occasion, wrecking operations, and the maintenance and operation of a day and night marine signal service; The determination of the contour and nature of the river bottom; the calculation and making of triangulations, surveys, levels, etc., and the determination of current force and erosion and the alignment and curviture of the channel to best advantage for stability and the convenience of navigation.

The work involves the maintenance and operation of a fleet of approximately 50 units, consisting of dredges, scows, stone breakers, sweepers and other craft, including icebreakers.

MARINE

ST. LAWRENCE SHIP CHANNEL - DREDGING

Definition		Class	Salary Range	Number of Positions: Occupied	Vacant	Total
42-43	P	Chief Engineer, St. Lawrence Ship Channel	$4,800-5,700 5,700-7,200	1	-	1
6	P	Assistant Chief Engineer, St. Lawrence Ship Channel	4,200-4,800 4,800-5,520	1	-	1
97-98	P	Engineer, St. Lawrence Ship Channel	3,120-3,720 4,020-4,620	3	-	3
137	P	Junior Engineer	1,800-2,160 1,800-2,160	1	-	1
113		Head Clerk	2,520-3,000	1	-	1
54		Clerk, Grade 3	1,380-1,620	2	-	2
261		Travelling Paymaster	1,920-2,400	1	-	1
132		Instrument Man	1,500-1,800	1	-	1
236		Stenographer, Grade 3	1,380-1,620	1	-	1
160	E	Mechanical Foreman	P.R.	1	-	1
	E	Ship's Master	P.R.	S 54	-	S 54
	E	Ship's Officer	P.R.	1 S 25	- -	1 S 25
	E	Ship's Engineer	P.R.	S 74	-	S 74
	E	Mate	P.R.	S 14	-	S 14
28	E	Boatswain	P.R.	S 7	-	S 7
183	E	Quartermaster	P.R.	S 6	-	S 6
172	E	Oiler	P.R.	S 53	-	S 53
101	E	Fireman	P.R.	S 112	-	S 112
	E	Cleaner	P.R.	S 7	-	S 7
	E	Sailor	P.R.	S 128	-	S 128

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[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	Third Engineer, 24, Lawrence Daily Journal	[illegible]	1	-	1
6	P	Assistant Chief Engineer, 44, Lawrence Daily Journal	[illegible]	1	-	1
97-98	P	Engineer, 24, Lawrence Daily Journal	[illegible]	2	-	2
147	[illegible]	Junior Engineer	[illegible]	1	-	1
112		Bass Viol	[illegible]	1	-	1
34		Clerk, Room 4	[illegible]	[illegible]	-	[illegible]
211		Operating Director	[illegible]	1	-	1
444		Janitress Inc	[illegible]	1	-	1
100		Journalist, Room 8	[illegible]	1	-	1
147	[illegible]	Instrument Director	[illegible]	1	-	1
	[illegible]	Clerk's Tender	[illegible]	[illegible]	-	[illegible]
	[illegible]	Mrs's Office	[illegible]	[illegible]	-	[illegible]
	[illegible]	Clerk's Assistant	[illegible]	[illegible]	-	[illegible]
	[illegible]	Room	[illegible]	[illegible]	-	[illegible]
80	[illegible]	Bookkeeper	[illegible]	[illegible]	-	[illegible]
183	[illegible]	Instrumentator	[illegible]	[illegible]	-	[illegible]
178	[illegible]	Clerk	[illegible]	[illegible]	-	[illegible]
181	[illegible]	Fireman	[illegible]	[illegible]	-	[illegible]
	[illegible]	Clerk	[illegible]	[illegible]	-	[illegible]
	[illegible]	Helper	[illegible]	[illegible]	-	[illegible]

MARINE

ST. LAWRENCE SHIP CHANNEL - DREDGING

Definition		Class	Salary Range	Number of Positions Occupied	Vacant	Total
281	E	Winchman	P.R.	S 37	-	S 37
	E	Waterman	P.R.	S 8	-	S 8
51	E	Chief Steward	P.R.	S 32	-	S 32
	E	Assistant Steward	P.R.	S 1	-	S 1
	E	Chief Cook	P.R.	S 32	-	S 32
	E	Assistant Cook	P.R.	S 35	-	S 35
	E	Soulleryman	P.R.	S 1	-	S 1
264	E	Watchman	P.R.	1	-	1
				S 10	-	S 10
162	E	Messenger	P.R.	1	-	1
	E	Carpenter	P.R.	2	-	2
				654	-	654

M A R I N E

WRECK COMMISSIONER

To hold preliminary inquiries and formal investigations as necessary into shipping casualties in or near Canadian waters, and into charges of incompetency, misconduct and default of owners, masters, mates, pilots or engineers; to maintain a statistical record of all such casualties, with full particulars, and of casualties to Canadian vessels anywhere, and to instruct and to supervise and direct the work of Receivers of Wrecks.

MARINE

WRECK COMMISSIONER

Definition	Class	Salary Range	Number of Positions: Occupied	Vacant	Total
89-90 P	Dominion Wreck Commissioner	$3,600-4,500 4,800-5,520	1	-	1
197	Secretary of Wreck Commissioner's Court	2,160-3,120	1	-	1
237	Stenographer, Grade 2	1,080-1,380	1	-	1
79	Deputy to The Dominion Wreck Commissioner Part Time	1,620	1	-	1
186 E	Receiver of Wreck	Fees of office	32	21	53
			36	21	57

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[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

MARINE

SUMMARY LIST

	Class	Division	Number of Positions Occupied	Vacant	Total
E	Able Seaman	Hydrographic and Tidal and Current	S 59	-	S 59
E	Apprentice Draftsman	Sorel Shipyard	1	-	1
P	Assistant Architect	Engineering	2	-	2
P	Assistant Chief, Charting Division	Hydrographic and Tidal and Current	1	-	1
P	Assistant Chief Engineer, Marine	Engineering	-	1	1
P	Assistant Chief Engineer, St. Lawrence Ship Channel	St. Lawrence Ship Channel - Dredging	1	-	1
E	Assistant Chief Foreman	Sorel Shipyard	1	-	1
P	Assistant Commissioner of Lights	Aids to Navigation	1	-	1
E	Assistant Cook	St. Lawrence Ship Channel - Dredging	S 35	-	S 35
	Assistant Deputy Minister, Department of Marine	Administrative	1	-	1
P	Assistant Director and Magnetician, Meteorological Service	Meteorological	1	-	1
P	Assistant Engineer	Agencies	1	-	1
		Engineering	3	-	3
		Hydrographic and Tidal and Current	1	-	1
E	(Ship)	Dominion Steamers and Life Saving	2	-	2
E	Assistant Foreman	Sorel Shipyard	24	-	24
P	Assistant Hydrographer	Hydrographic and Tidal and Current	1	-	1
E	Assistant Launchman	Hydrographic and Tidal and Current	S 3	-	S 3

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MARINE

SUMMARY LIST

	Class	Division	Number of Positions: Occupied	Vacant	Total
P	Assistant Magnetician	Meteorological	1	-	1
EP	Assistant Marine Engineering Draftsman and Surveyor	Ship Design and Construction	T 1	-	T 1
P	Assistant Naval Architect	Ship Design and Construction	1	-	1
E	Assistant Private Secretary	Administrative	1	-	1
P	Assistant Radio Electrical Engineer	Radiotelegraph	4	1	5
			T 1	-	T 1
	Assistant Registrar of Shipping	Registry of Shipping	5	-	5
E	Assistant Steward	Pilotage	S 1	-	S 1
		St. Lawrence Ship Channel - Dredging	S 1	-	S 1
	Assistant Superintendent of Lights	Agencies	1	-	1
	Assistant Superintendent of Pilots	Pilotage	1	-	1
	Assistant to Commissioner of Lights	Aids to Navigation	1	-	1
	Assistant Weather Observer and Forecaster	Meteorological	1	-	1
E	Band Saw Operator	Sorel Shipyard	T 1	-	T 1
E	Blacksmith	Agencies	6	-	6
		Engineering	-	2	2
			T 1	-	T 1
		Sorel Shipyard	T 13	-	T 13
E	Blacksmith and Acetylene Welder	Agencies	1	-	1
E	Blacksmith Apprentice	Sorel Shipyard	T 1	-	T 1

(over)

MARINE

SUMMARY LIST

Class	Division	Number of Positions Occupied	Vacant	Total
E Blacksmith Helper	Agencies	5	-	5
		T 2	-	T 2
	Engineering	-	1	1
		T 1	-	T 1
	Sorel Shipyard	T 14	-	T 14
E Boatman	Aids to Navigation	15	7	22
		T 7	-	T 7
	Dominion Steamers and Life Saving	22	-	22
		S 2	-	S 2
	Sorel Shipyard	T 1	-	T 1
E Boatman (Volunteer)	Dominion Steamers and Life Saving	24	-	24
		S 38	-	S 38
E Boatswain	Aids to Navigation	S 1	-	S 1
	Dominion Steamers and Life Saving	8	-	8
		S 9	-	S 9
	Hydrographic and Tidal and Current	S 3	-	S 3
	Pilotage	S 1	-	S 1
	St. Lawrence Ship Channel-Dredging	S 7	-	S 7
E Boatswain's Mate	Dominion Steamers and Life Saving	2	-	2
E Boatswain's Mate and Gasman	Dominion Steamers and Life Saving	1	-	1
E Boilermaker	Agencies	7	-	7
		T 2	-	T 2
	Sorel Shipyard	T 75	-	T 75
E Boilermaker Apprentice	Sorel Shipyard	T 1	-	T 1
E Boilermaker Helper	Agencies	2	-	2
		T 3	-	T 3
	Sorel Shipyard	T 50	-	T 50
E Boilermaker Rivetter	Sorel Shipyard	T 36	-	T 36
E Bricklayer	Sorel Shipyard	T 1	-	T 1
E Buoy Foreman	Agencies	2	-	2
	Dominion Steamers and Life Saving	S 1	-	S 1

MARINE

SUMMARY LIST

	Class	Division	Number of Positions Occupied	Vacant	Total
E	Buoy Foreman and Boatswain	Dominion Steamers and Life Saving	S 1	-	S 1
E	Buoy Tender	Aids to Navigation	56	-	56
	Contractors		287	-	287
E	Camp Cook	Agencies	1	-	1
E	Captain	Aids to Navigation	5	-	5
			S 1	-	S 1
		Dominion Steamers and Life Saving	16	-	16
			S 9	-	S 9
	Contractors	Aids to Navigation	S 5	-	S 5
E	Caretaker	Dominion Steamers and Life Saving	4	-	4
	Part Time	Radiotelegraph	-	2	2
			T 2	-	T 2
	Caretaker	Engineering	-	1	1
			T 1	-	T 1
		Meteorological	2	-	2
		Radiotelegraph	1	1	2
			T 1	-	T 1
E	Carpenter	Agencies	15	-	15
			T 11	-	T 11
		Dominion Steamers and Life Saving	6	-	6
			S 1	-	S 1
		Engineering	-	2	2
			T 1	-	T 1
		Radiotelegraph	-	1	1
		Sorel Shipyard	T 122	-	T 122
		St. Lawrence Ship Channel-Dredging	2	-	2
E	Carpenter Apprentice	Sorel Shipyard	T 14	-	T 14
E	Carpenter Foreman	Agencies	2	-	2
E	Carpenter Helper	Agencies	1	-	1
E	Carpenter Joiner	Sorel Shipyard	T 55	-	T 55
E	Carpenter, Ship Construction	Engineering	-	1	1
E	Caulker	Sorel Shipyard	T 16	-	T 16
E	Caulker Helper	Sorel Shipyard	T 5	-	T 5

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MARINE

SUMMARY LIST

	Class	Division	Number of Positions Occupied	Vacant	Total
P	Chairman, Steamship Inspection Board	Steamship Inspection	1	-	1
E	Chargeman, Saw Mill	Sorel Shipyard	T 1	-	T 1
E	Charwoman	Agencies	1	-	1
			T 1	-	T 1
		Meteorological	1	-	1
		Sorel Shipyard	1	-	1
E	Chauffeur	Administrative	1	-	1
		Radiotelegraph	-	15	15
			T 13	-	T 13
		Sorel Shipyard	T 2	-	T 2
P	Chief, Charting Division	Hydrographic and Tidal and Current	1	-	1
	Chief Clerk	Administrative	1	-	1
E	Chief Cook	Dominion Steamers and Life Saving	12	-	12
			S 4	-	S 4
		Pilotage	S 1	-	S 1
		St. Lawrence Ship Channel-Dredging	S 32	-	S 32
P	Chief Draftsman	Engineering	-	1	1
E	Chief Engineer (Ship)	Aids to Navigation	5	-	5
			S 1	-	S 1
		Dominion Steamers and Life Saving	13	-	13
			S 14	-	S 14
P	Chief Engineer, Marine	Engineering	1	-	1
P	Chief Engineer, St. Lawrence Ship Channel	St. Lawrence Ship Channel-Dredging	1	-	1
P	Chief Hydrographer	Hydrographic and Tidal and Current	1	-	1
E	Chief Marine Engineer	Hydrographic and Tidal and Current	T 4	-	T 4

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MARINE

SUMMARY LIST

	Class	Division	Number of Positions Occupied	Vacant	Total
P	Chief Naval Architect	Ship Design and Construction	1	-	1
E	Chief Officer	Pilotage	S 1	-	S 1
E	Chief of Staff, Humane Establishment	Aids to Navigation	1	-	1
P	Chief Radio Inspector	Radiotelegraph	1	-	1
	Chief Radiotelegraph Operator	Radiotelegraph	11 T 8	9 -	20 T 8
	Chief Registrar of Shipping	Registry of Shipping	1	-	1
E	Chief Ship's Cook	Hydrographic and Tidal and Current	S 6	-	S 6
E	Chief Ship's Officer	Hydrographic and Tidal and Current	T 4	-	T 4
E	Chief Ship Steward	Hydrographic and Tidal and Current	S 4	-	S 4
	Chief Signal Clerk	Marine Signal	2	-	2
E	Chief Steward	Dominion Steamers and Life Saving	10 S 6	- -	10 S 6
		Pilotage	S 1	-	S 1
		St. Lawrence Ship Channel-Dredging	S 32	-	S 32
E	Chore Boy	Dominion Steamers and Life Saving	S 1	-	S 1
E	Cleaner	Sorel Shipyard	T 1	-	T 1
		St. Lawrence Ship Channel-Dredging	S 7	-	S 7
	Clerk, Grade 4	Administrative	8	-	8
		Accounts	7	-	7
		Purchasing and Contract	2	-	2
		Agencies	17	-	17
		Aids to Navigation	1	-	1
		Harbour Commissions	1	-	1

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MARINE

SUMMARY LIST

Class	Division	Number of Positions: Occupied	Vacant	Total
Clerk, Grade 4 (Continued)	Meteorological	1	1	2
	Pilotage	5	-	5
		S 1	-	S 1
	Radiotelegraph	2	-	2
	Sorel Shipyard	-	2	2
		T 1	-	T 1
	Steamship Inspection	1	-	1
Clerk, Grade 3	Administrative	7	1	8
	Accounts	5	-	5
	Purchasing and Contract	1	-	1
	Agencies	27	-	27
	Aids to Navigation	1	-	1
	Engineering	-	3	3
		T 2	-	T 2
	Hydrographic and Tidal and Current	1	-	1
	Meteorological	2	3	5
		T 1	-	T 1
	Pilotage	4	-	4
	Radiotelegraph	4	-	4
	Registry of Shipping	2	-	2
	Sorel Shipyard	2	-	2
	Steamship Inspection	1	-	1
	St. Lawrence Ship Channel-Dredging	2	-	2
Clerk, Grade 2	Administrative	4	2	6
		T 1	-	T 1
	Accounts	1	1	2
		T 1	-	T 1
	Agencies	13	3	16
		T 1	-	T 1
	Engineering	-	2	2
		T 1	-	T 1
	Hydrographic and Tidal and Current	1	-	1
	Marine Signal	2	-	2
	Meteorological	4	3	7
	Pilotage	4	1	5
		-	S 1	S 1
	Radiotelegraph	5	2	7
		T 2	-	T 2
	Sorel Shipyard	1	3	4
Clerk, Grade 1	Administrative	2	2	4
		T 2	-	T 2
	Accounts	T 1	-	T 1

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MARINE

SUMMARY LIST

	Class	Division	Number of Positions Occupied	Vacant	Total
	Clerk, Grade 1 (Continued)	Administrative Purchasing and Contract	1	-	1
		Agencies	3	1	4
			-	S 1	S 1
		Engineering	1	4	5
			T 1	-	T 1
		Marine Signal	1	-	1
		Pilotage	1	-	1
		Radiotelegraph	3	5	8
			T 5	-	T 5
		Sorel Shipyard	7	4	11
			T 1	-	T 1
P	Climatologist	Meteorological	2	-	2
E	Cloud Observer Part Time	Meteorological	-	9	9
			T 2	-	T 2
E	Coal Clam Operator	Sorel Shipyard	T 1	-	T 1
E	Collection Clerk, Marine	Pilotage	1	-	1
P	Commissioner of Lights	Aids to Navigation	1	-	1
	Confidential Messenger	Administrative	1	-	1
		Agencies	1	-	1
	Construction Foreman	Agencies	3	2	5
			T 1	-	T 1
		Engineering	-	1	1
			T 1	-	T 1
		Radiotelegraph	1	1	2
E	Cook	Aids to Navigation	4	-	4
			S 2	-	S 2
		Hydrographic and Tidal and Current	S 2	-	S 2
		Radiotelegraph	-	4	4
			T 4	-	T 4
E	Cook Helper	Dominion Steamers and Life Saving	S 1	-	S 1
E	Cook Steward	Aids to Navigation	S 1	-	S 1
		Dominion Steamers and Life Saving	S 6	-	S 6

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MARINE

SUMMARY LIST

Class	Division	Number of Positions Occupied	Vacant	Total
E Coppersmith	Engineering	-	2	2
		T 1	-	T 1
	Sorel Shipyard	T 1	-	T 1
E Coxswain	Hydrographic and Tidal and Current	S 12	-	S 12
(Life Saving Service)	Dominion Steamers and Life Saving	4	-	4
		S 2	-	S 2
(Volunteer)	Dominion Steamers and Life Saving	9	-	9
E Deck Engineer	Dominion Steamers and Life Saving	2	-	2
Departmental Accountant, Grade 6	Administrative Accounts	1	-	1
Departmental Accountant, Grade 5	Administrative Accounts	1	-	1
Departmental Accountant, Grade 4	Administrative Accounts	1	-	1
Departmental Accountant, Grade 3	Administrative Accounts	1	-	1
Departmental Accountant, Grade 2	Administrative Accounts	3	-	3
	Agencies	5	-	5
	Sorel Shipyard	1	-	1
Departmental Accountant, Grade 1	Administrative Accounts	4	-	4
Departmental Librarian, Grade 2	Administrative	1	-	1
	Meteorological	-	1	1
Departmental Printer	Meteorological	1	-	1

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MARINE

SUMMARY LIST

	Class	Division	Number of Positions Occupied	Vacant	Total
	Departmental Purchasing Agent, Grade 6	Administrative Purchasing and Contract	1	-	1
	Departmental Purchasing Agent, Grade 3	Administrative Purchasing and Contract	1	-	1
	Departmental Purchasing Agent, Grade 2	Administrative Purchasing and Contract	1	-	1
	Deputy Minister	Administrative	1	-	1
E	Deputy Port Warden	Dominion Steamers and Life Saving	3	-	3
	Deputy to the Dominion Wreck Commissioner Part Time	Wreck Commissioner	1	-	1
E	Derrickman	Agencies	1	-	1
P	Director, Meteorological Service	Meteorological	1	-	1
P	Director of Radiotelegraph Service	Radiotelegraph	1	-	1
P	Director, Pilotage Branch	Pilotage	1	-	1
P	District Engineer, Marine	Agencies	4	1	5
	Diver and Repair Man	Engineering	-	1	1
			T 1	-	T 1
P	Division Superintendent, Radiotelegraph Service	Radiotelegraph	2	-	2
P	Dominion Wreck Commissioner	Wreck Commissioner	1	-	1
	Draftsman	Engineering	1	-	1
P	Electrical Engineer (Radio)	Radiotelegraph	1	-	1

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	Place	Station	Number of Positions Authorized	Permanent	Temporary	Total
	Departmental Personnel Agent, Grade 6	Administrative Management and Services	1	-		1
	Departmental Personnel Agent, Grade 5	Administrative Management and Services	1	-		1
	Departmental Personnel Agent, Grade 3	Administrative Management and Services	1	-		1
	Senior Librarian	Administrative	1	-		1
3	Security Port Warden	Maritime Transport and Life Saving	2	-		2
	Deputy to the Commissioner Grade Commissioner Part Time	Trade Commissioner	1	-		1
3	Dorriokman	Executive	1	-		1
7	Director, Meteorological Service	Meteorological	1	-		1
1	Director of Radiotelegraph Service	Radio-Legraph	1	-		1
6	Director, Filming Branch	Filming	1	-		1
7	District Engineer, Marine Engineering		2	1		3
	Diver and Signal Man	Engineering	1	1		2
7	Electron Superintendent, Industrial Engineer Service	Radiotelegraph	1	-		1
7	Executive Grade Commissioner	Trade Commissioner	1	-		1
	Foreman	Engineering	1	-		1
4	Industrial Engineer (Radio)	Radiotelegraph	1	-		1

MARINE

SUMMARY LIST

	Class	Division	Number of Positions Occupied	Vacant	Total
E	Electrician	Agencies	1	-	1
		Engineering	-	1	1
		Radiotelegraph	-	4	4
			T 3	-	T 3
		Sorel Shipyard	T 13	-	T 13
E	Electrician Apprentice	Radiotelegraph	-	2	2
			T 1	-	T 1
		Sorel Shipyard	T 4	-	T 4
E	Electric Operator	Sorel Shipyard	2	-	2
E	Electric Welder	Sorel Shipyard	T 8	-	T 8
	Elevator Operator	Engineering	-	1	1
			T 1	-	T 1
E	Engineer	Pilotage	1	-	1
			S 2	-	S 2
		Dominion Steamers and Life Saving	4	-	4
			S 1	-	S 1
E	Engineer and Watchman	Sorel Shipyard	4	-	4
	Engineering Clerk	Agencies	1	-	1
P	Engineer, St. Lawrence Ship Channel	St. Lawrence Ship Channel-Dredging	3	-	3
P	Examiner of Masters and Mates	Masters and Seamen	1	-	1
	Part Time		6	2	8
E	Fifth Engineer	Dominion Steamers and Life Saving	2	-	2
			S 1	-	S 1
E	Fireman	Agencies	3	1	4
		Aids to Navigation	9	-	9
			S 6	-	S 6
		Dominion Steamers and Life Saving	55	-	55
			S 56	-	S 56
		Engineering	2	-	2
		Pilotage	S 2	-	S 2
		Sorel Shipyard	2	-	2
		St. Lawrence Ship Channel-Dredging	S 112	-	S 112

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MARINE

SUMMARY LIST

	Class	Division	Number of Positions Occupied	Vacant	Total
E	First Officer	Aids to Navigation	3	-	3
			S 1	-	S 1
		Dominion Steamers and Life Saving	10	-	10
			S 12	-	S 12
E	Foreman	Sorel Shipyard	14	-	14
	Foreman Mechanic, Grade 2, Marine Signals	Agencies	3	-	3
		Engineering	-	1	1
	Foreman Mechanic, Grade 1, Marine Signals	Agencies	10	-	10
		Engineering	-	2	2
			T 2	-	T 2
E	Foreman of Dredges	Sorel Shipyard	1	-	1
E	Fourth Engineer	Dominion Steamers and Life Saving	5	-	5
E	Gas Cutter	Sorel Shipyard	T 5	-	T 5
E	Gas Engineman	Radiotelegraph	-	1	1
			T 1	-	T 1
E	Gasman	Dominion Steamers and Life Saving	S 2	-	S 2
E	Gas Tug Engineer	Agencies	T 1	-	T 1
E	Gatekeeper	Sorel Shipyard	1	-	1
	General Construction Foreman	Agencies	1	-	1
		Engineering	1	-	1
	General Executive Assistant, Department of Marine	Administrative	1	-	1
	General Repairman	Agencies	1	-	1
E	Handyman	Pilotage	S 1	-	S 1
E	Harbour Master	Harbour Commissions	167	133	300
	Head Clerk	Administrative	3	-	3
		Radiotelegraph	1	-	1

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MARINE

SUMMARY LIST

	Class	Division	Number of Positions Occupied	Vacant	Total
	Head Clerk (Continued)	Steamship Inspection	1	-	1
		St. Lawrence Ship Channel-Dredging	1	-	1
P	Head Translator	Administrative	1	-	1
E	Hoistman and Runner	Agencies	T 1	-	T 1
E	Housekeeper	Radiotelegraph	-	5	5
			T 3	-	T 3
P	Hydrographer, Grade 4	Hydrographic and Tidal and Current	5	-	5
P	Hydrographer, Grade 3	Hydrographic and Tidal and Current	3	-	3
P	Hydrographer, Grade 2	Hydrographic and Tidal and Current	6	1	7
P	Hydrographer, Grade 1	Hydrographic and Tidal and Current	15	-	15
			T 8	-	T 8
	Hydrometric Recorder	Hydrographic and Tidal and Current	T 1	-	T 1
E	Ice Observer Part Time	Marine Signal	1	-	1
P	Inductive Interference Engineer	Radiotelegraph	1	-	1
	Inspector, Marine Signals	Agencies	4	1	5
	Inspector of Fog Alarms	Agencies	2	-	2
	Inspector of Gas Buoys	Agencies	2	-	2
	Inspector of Live Stock Shipping	Agencies	2	-	2
P	Instructor in Navigation	Masters and Seamen	-	2	2
			T 2	-	T 2
	Part Time		-	2	2
P	Instructor in Navigation, Seamanship	Masters and Seamen	-	1	1
			T 1	-	T 1

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	Class	Division	Number of Positions			
			Regular	Temporary	Total
	Seal Tank (Portsmouth)	Naval Supply Depot, Lorenzo Dyke (General-Storing)	1	-	1
1	Seal Treasurer	Administration	1	-	1
2	Solicitor and Owner	Agencies	1 1	-	2
3	Surveyor	Building	- 1	1 -	1 1
4	Hydrographer, Grade 1	Hydrographic and Tidal and Current	1	-	1
5	Hydrographer, Grade 2	Hydrographic and Tidal and Current	1	-	1
6	Hydrographer, Grade 3	Hydrographic and Tidal and Current	6	1	7
7	Hydrographer, Grade 1	Hydrographic and Tidal and Current	12 1	- -	12 1
	Hydrographic Assistant	Hydrographic and Tidal and Current	1 1	-	2 1
8	Ice Observer Part Time	Marine Signal	1	-	1
9	Industrial Accident Adjuster	Industrial	1	-	1
	Inspector, Marine Signals	Agencies	4	1	5
	Inspector of Fog Alarms	Agencies	4	-	4
	Inspector of Gas Buoys	Agencies	4	-	4
	Inspector of Live Stock Shipping	Agencies	6	-	6
9	Instructor in Navigation	Shipping and Seamen	- 1 1	1 - -	1 1 1
	Part Time				
7	Instructor in Navigation, Assistant	Shipping and Seamen	- 1 1	1 - -	1 1 1

MARINE

SUMMARY LIST

	Class	Division	Number of Positions Occupied	Vacant	Total
	Instrument Maker Foreman	Meteorological	1	-	1
	Instrument Maker, Grade 2	Meteorological	2	-	2
		Radiotelegraph	1	-	1
	Instrument Maker's Helper	Meteorological	-	1	1
	Instrument Man	St. Lawrence Ship Channel-Dredging	1	-	1
E	Joiner	Agencies	2	-	2
P	Junior Architect	Engineering	1	-	1
P	Junior Departmental Solicitor	Administrative	1	-	1
	Junior Draftsman	Engineering	1	-	1
P	Junior Engineer	Agencies	1	-	1
		Engineering	2	1	3
		St. Lawrence Ship Channel-Dredging	1	-	1
	Junior Mechanical Draftsman	Sorel Shipyard	1	-	1
	Junior Meteorological Observer and Computer	Meteorological	2	1	3
P	Junior Radio-Electrical Engineer	Radiotelegraph	1	-	1
P	Junior Radio-Electrician	Radiotelegraph	17	13	30
			T 2	-	T 2
P	Junior Radio Inspector	Radiotelegraph	5	4	9
	Junior Radiotelegraph Operator	Radiotelegraph	-	18	18
			T 18	-	T 18
P	Junior Tidal and Current Surveyor	Hydrographic and Tidal and Current	1	-	1
E	Labourer	Agencies	46	2	48
			T 69	-	T 69
		Engineering	-	5	5
			T 3	-	T 3
		Radiotelegraph	-	4	4
			T 3	-	T 3

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Class	Division	Number of Officers		
		Regular	Tempor[illegible]	[illegible]
Technical Radio Engineer	Meteorological	1	-	1
Technical Radio, Class 3	Aeronautical Telemetering	1 1	- -	1 1
Technical Radio's Helper	Aeronautical	-	1	1
Statistical Clerk	Jr. Clerk-in Data Control-Analysis	1	-	1
6 Tailor	Leather	1	-	1
3 Tailor Helper	Machinist	1	-	1
2 Chief Quartermaster Gunnery	Electrician	1	-	1
Fabric Inspector	Engineering	1	-	1
3 Junior Engineer	Engineering Electronics Jr. Inspector Air Control-Analysis	1 2	- -	1 2
Junior Technical Inspector	Aerial Delivery	1	-	1
Junior Meteorologist Jr. Survey and Computer	Meteorological	2	1	3
3 Junior Radio-Electrical Engineer	Radio-Electrical	1	-	1
3 Junior Radio-Electrician	Radio-Telegraph	17 2	13 -	30 2
3 Junior Radio Inspector	Radiotelegraph	2	1	3
Junior Radio-Electrical Engineer	Radiotelegraph	- 7	12 -	12 7
3 Junior Visual and Control Engineer	Radiotelegraph and Visual and Control	1	-	1
4 Laboratory	Chemical	20	1	21
	Bacteriology	2	18	20
	Radiobiology	-	1	1
	Radiochemistry	7	-	7

MARINE

SUMMARY LIST

	Class	Division	Number of Positions Occupied	Vacant	Total
E	Labourer (Continued)	Sorel Shipyard	T 219	-	T 219
E	Labourer and Electrician	Agencies	1	-	1
E	Labourer and Plumber	Agencies	1	-	1
E	Labourer Foreman	Agencies	1	-	1
		Engineering	-	1	1
E	Launchman	Agencies	S 1	-	S 1
			1	-	1
		Hydrographic and Tidal and Current	S 8	-	S 8
		Sorel Shipyard	T 1	-	T 1
E	Launchman and Pilot	Hydrographic and Tidal and Current	S 1	-	S 1
E	Leading Hand	Dominion Steamers and Life Saving	2	-	2
	Library Assistant	Meteorological	1	-	1
	Lightkeeper, Grade 1	Aids to Navigation	10	-	10
	Lightkeeper, Grade 2	Aids to Navigation	140	5	145
			T 5	-	T 5
	Lightkeeper, Grade 3	Aids to Navigation	168	8	176
			T 8	-	T 8
	Lightkeeper, Grade 4	Aids to Navigation	5	-	5
	Part Time		361	9	370
			T 9	-	T 9
E	Part Time		350	7	357
			T 7	-	T 7
E	Lightkeepers' Assistants	Aids to Navigation	186	-	186
E	Lightkeepers, Contractors	Aids to Navigation	76	-	76
E	Lightkeepers, Miscellaneous Part Time	Aids to Navigation	67	-	67
E	Locksmith	Sorel Shipyard	1	-	1
E	Machine Operator	Sorel Shipyard	T 2	-	T 2

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Number of Positions			
	Officers	Warrant Officers	Enlisted
1 Laundry (Contract)	Food Inspect.	7 ½a	-
2 Laundry and Sanitation	Medicine	1	-
3 Laundry and Cleaner	Dentistry	1	-
4 Laundry Steam	Laundry Maintenance	1	-
5 Laundry	Upholster	2 ½	-
	Entomologist and Tinsmith and Sheet Metal Worker	1 ½	-
6 Locksmith and Gun	Entomologist and Tinsmith and Sheet Metal Worker	1 ½	-
7 Loading Dock	Storehouse Keeper and Life Saver	1	-
Library Assistant	Entomologist	1	-
Lighthouse, Class 1	Aids to Navigation	12	-
Lighthouse, Class 2	Aids to Navigation	18	8
Lighthouse, Class 3	Aids to Navigation	14	8
Lighthouse, Class 4 Dry Film	Aids to Navigation	8	-
8 Wet Film			
9 Lighthouse, Maintenance	Aids to Navigation	188	-
10 Lighthouse, Construction	Aids to Navigation	72	-
11 Lighthouse, Miss/Lighthouse Part Time	Aids to Navigation	88	-
12 Lockmaster	Naval Engineer	1	-
13 Machine Operator	Food Inspect.	1 ½	-

MARINE

SUMMARY LIST

	Class	Division	Number of Positions Occupied	Vacant	Total
E	Machinist	Agencies	9	-	9
		Engineering	-	5	5
			T 4	-	T 4
		Radiotelegraph	-	1	1
			T 1	-	T 1
		Sorel Shipyard	T 48	-	T 48
E	Machinist Apprentice	Sorel Shipyard	T 12	-	T 12
E	Machinist Boy	Engineering	-	1	1
E	Machinist Foreman	Agencies	1	-	1
E	Machinist Helper	Engineering	-	2	2
			T 1	-	T 1
		Sorel Shipyard	T 5	-	T 5
	Magnetic Observer	Meteorological	1	-	1
P	Map Draftsman	Hydrographic and Tidal and Current	-	1	1
		Meteorological	1	-	1
P	Marine Agent	Agencies	7	1	8
E	Marine Fireman	Hydrographic and Tidal and Current	S 16	-	S 16
E	Marine Oiler	Hydrographic and Tidal and Current	S 9	-	S 9
	Marine Sub-Agent	Agencies	2	-	2
	Part Time		2	-	2
P	Marine Superintendent	Dominion Steamers and Life Saving	1	-	1
E	Mate	Aids to Navigation	S 1	-	S 1
		St. Lawrence Ship Channel-Dredging	S 14	-	S 14
E	Measuring Surveyor of Shipping	Registry of Shipping			
P	Mechanical Draftsman	Engineering	-	1	1
			T 1	-	T 1
E	Mechanical Foreman	St. Lawrence Ship Channel-Dredging	1	-	1

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Number of Textbooks

Class	Subjects	Required Volumes	[illegible]
[illegible] Secondary	[illegible]	[illegible]	[illegible]
	Trigonometry	[illegible]	[illegible]
	Analytical Geometry	[illegible]	[illegible]
	Dover Algebra	[illegible]	[illegible]
[illegible] Secondary	Dover Algebra	[illegible]	[illegible]
[illegible] Secondary	Mathematics	[illegible]	[illegible]
[illegible] Secondary	Geometry	[illegible]	[illegible]
[illegible] Secondary	Mathematics	[illegible]	[illegible]
	Dover Algebra	[illegible]	[illegible]
Boarding School	Mathematics	[illegible]	[illegible]
[illegible] Sections	Hydrostatics and Tidal and Current Measurements	[illegible]	[illegible]
[illegible] Sections	Geometry	[illegible]	[illegible]
[illegible] Sections	Hydrostatics and Tidal and Current	[illegible]	[illegible]
[illegible] Sections	Hydrostatics and Tidal and Current	[illegible]	[illegible]
[illegible] Sections	Geometry	[illegible]	[illegible]
[illegible] Sections	Dominion Statutes and Life Saving	[illegible]	[illegible]
[illegible]	Aids to Navigation [illegible]	[illegible]	[illegible]
[illegible]	Mathematics	[illegible]	[illegible]

MARINE

SUMMARY LIST

	Class	Division	Number of Positions: Occupied	Vacant	Total
	Mechanic, Marine Signals	Agencies	7	5	12
		Engineering	-	1	1
			T 1	-	T 1
E	Mess Boy	Dominion Steamers and Life Saving	5	-	5
			S 3	-	S 3
	Messenger	Administrative	2	-	2
		Agencies	3	-	3
		Engineering	1	-	1
		Meteorological	1	-	1
		Pilotage	1	-	1
E		Sorel Shipyard	T 2	-	T 2
		St. Lawrence Ship Channel-Dredging	1	-	1
	Meteorological Observer	Meteorological	1	-	1
P	Meteorological Physicist	Meteorological	-	1	1
	Meteorologist, Grade 3	Meteorological	-	3	3
	Meteorologist, Grade 2	Meteorological	-	7	7
			T 2	-	T 2
	Meteorologist, Grade 1	Meteorological	3	-	3
E	Millwright	Sorel Shipyard	1	-	1
E	Moulder	Engineering	-	1	1
			T 1	-	T 1
E	Night Watchman	Dominion Steamers and Life Saving	1	-	1
	Office Appliance Operator, Grade 3	Radiotelegraph	1	-	1
	Office Appliance Operator, Grade 2	Radiotelegraph	6	-	6
	Office Boy	Administrative	1	-	1
			T 2	-	T 2
		Accounts	1	-	1
		Agencies	1	-	1
		Meteorological	-	2	2
			T 2	-	T 2
		Radiotelegraph	2	3	5
			T 3	-	T 3

MARINE

SUMMARY LIST

	Class	Division	Number of Positions Occupied	Vacant	Total
E	Office Help	Sorel Shipyard	T 6	-	T 6
E	Oiler	Aids to Navigation	S 2	-	S 2
		Dominion Steamers and Life Saving	28	-	28
			S 14	-	S 14
		Pilotage	S 2	-	S 2
		St. Lawrence Ship Channel-Dredging	S 53	-	S 53
	Packer and Helper	Agencies	6	1	7
		Engineering	-	1	1
			T 1	-	T 1
E	Painter	Agencies	2	-	2
			T 1	-	T 1
		Engineering	-	1	1
E	Patternmaker	Agencies	2	-	2
		Engineering	-	1	1
			T 1	-	T 1
		Sorel Shipyard	T 4	-	T 4
E	Patternmaker Apprentice	Sorel Shipyard	T 4	-	T 4
E	Plumber	Agencies	3	-	3
E	Port Warden	Dominion Steamers and Life Saving	14	-	14
E	Port Warden, Montreal	Dominion Steamers and Life Saving	3	-	3
	Principal Clerk	Administrative	3	1	4
		Accounts	2	1	3
		Agencies	4	-	4
		Aids to Navigation	1	-	1
		Dominion Steamers and Life Saving	1	-	1
		Engineering	1	1	2
			T 1	-	T 1
		Masters and Seamen	1	-	1
		Meteorological	1	-	1
		Pilotage	1	-	1
		Radiotelegraph	2	-	2
		Steamship Inspection	1	-	1

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MARINE

SUMMARY LIST

	Class	Division	Number of Positions Occupied	Vacant	Total
P	Principal Ship Draftsman	Sorel Shipyard	-	1	1
		Ship Design and Construction	T 2	-	T 2
P	Principal Steamship Inspector	Steamship Inspection	2	-	2
P	Principal Translator	Administrative	1	-	1
E	Private Secretary	Administrative	1	-	1
E	Pumper	Sorel Shipyard	5	-	5
E	Quartermaster	Aids to Navigation	S 2	-	S 2
		Dominion Steamers and Life Saving	23	-	23
			S 8	-	S 8
		Hydrographic and Tidal and Current	S 10	-	S 10
		Pilotage	S 2	-	S 2
		St. Lawrence Ship Channel-Dredging	S 6	-	S 6
P	Radio Electrician	Radiotelegraph	5	14	19
			T 4	-	T 4
P	Radio Inspector	Radiotelegraph	14	1	15
	Part Time		-	11	11
E			T 9	-	T 9
			-	36	36
			T 25	-	T 25
E	Receiver of Wreck	Wreck Commissioner	32	21	53
E	Registrar of Shipping				
	Part Time	Registry of Shipping			
P	Resident Engineer, Lighthouse Depot	Engineering	1	-	1
E	Rigger	Agencies	T 1	-	T 1
		Radiotelegraph	-	1	1
			T 2	-	T 2
		Sorel Shipyard	T 1	-	T 1
E	Rigger and Sailmaker	Agencies	1	-	1
E	Rivet Header	Sorel Shipyard	T 2	-	T 2

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State	Division
7 Cottonjet City Metropolis	Metro Division
8 Cottonjet Township Fairview	Township Division
9 Trinidad Township	Township Division
10 Trinidad Township	Township Division
11 Trinidad Township	Township Division
12 Trinidad Township	Township Division
13 Cottonjet City	Metro Division
14 Cottonjet City Metropolis	City Metropolis Division
15 Cottonjet City Metropolis	City Metropolis Division
16 Cottonjet City Metropolis	City Metropolis Division
17 Cottonjet City Metropolis	City Metropolis Division
18 Cottonjet City Metropolis	City Metropolis Division
19 Cottonjet City Metropolis	City Metropolis Division
20 Cottonjet City Metropolis	City Metropolis Division
21 Cottonjet City Metropolis	City Metropolis Division
22 Cottonjet City Metropolis	City Metropolis Division
23 Cottonjet City Metropolis	City Metropolis Division
24 Cottonjet City Metropolis	City Metropolis Division
25 Cottonjet City Metropolis	City Metropolis Division
26 Cottonjet City Metropolis	City Metropolis Division
27 Cottonjet City Metropolis	City Metropolis Division
28 Cottonjet City Metropolis	City Metropolis Division
29 Cottonjet City Metropolis	City Metropolis Division
30 Cottonjet City Metropolis	City Metropolis Division
31 Cottonjet City Metropolis	City Metropolis Division
32 Cottonjet City Metropolis	City Metropolis Division
33 Cottonjet City Metropolis	City Metropolis Division
34 Cottonjet City Metropolis	City Metropolis Division
35 Cottonjet City Metropolis	City Metropolis Division
36 Cottonjet City Metropolis	City Metropolis Division
37 Cottonjet City Metropolis	City Metropolis Division
38 Cottonjet City Metropolis	City Metropolis Division
39 Cottonjet City Metropolis	City Metropolis Division
40 Cottonjet City Metropolis	City Metropolis Division
41 Cottonjet City Metropolis	City Metropolis Division
42 Cottonjet City Metropolis	City Metropolis Division
43 Cottonjet City Metropolis	City Metropolis Division
44 Cottonjet City Metropolis	City Metropolis Division
45 Cottonjet City Metropolis	City Metropolis Division
46 Cottonjet City Metropolis	City Metropolis Division
47 Cottonjet City Metropolis	City Metropolis Division
48 Cottonjet City Metropolis	City Metropolis Division
49 Cottonjet City Metropolis	City Metropolis Division
50 Cottonjet City Metropolis	City Metropolis Division

MARINE

SUMMARY LIST

	Class	Division	Number of Positions Occupied	Vacant	Total
E	Rivet Heater	Sorel Shipyard	T 27	-	T 27
E	Rivetter Helper	Sorel Shipyard	T 2	-	T 2
	River Observer Part Time	Hydrographic and Tidal and Current	1	-	1
E		Aids to Navigation	33	-	33
			S 6	-	S 6
			T S 1	-	T S 1
E	Sailing Master	Hydrographic and Tidal and Current	T 4	-	T 4
E	Sailmaker	Sorel Shipyard	T 1	-	T 1
E	Sailor	Pilotage	S 6	-	S 6
		St. Lawrence Ship Channel-Dredging	S 128	-	S 128
E	Sculleryman	St. Lawrence Ship Channel-Dredging	S 1	-	S 1
E	Seaman	Aids to Navigation	9	-	9
			S 7	-	S 7
		Dominion Steamers and Life Saving	81	-	81
			S 69	-	S 69
E	Seaman Carpenter	Dominion Steamers and Life Saving	S 2	-	S 2
E	Seamstress	Sorel Shipyard	2	-	2
E	Second Cook	Aids to Navigation	2	-	2
		Dominion Steamers and Life Saving	7	-	7
			S 2	-	S 2
		Hydrographic and Tidal and Current	S 4	-	S 4
		Pilotage	S 1	-	S 1
E	Second Coxswain, Life Saving Service	Dominion Steamers and Life Saving	1	-	1
E	Second Engineer	Aids to Navigation	3	-	3
			S 2	-	S 2

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			Number of Sailing			
Ship	Division	Destined Yards	[illegible]	[illegible]	[illegible]	[illegible]
1. River Sweeper	Naval Shipyard	[illegible]	[illegible]	-	[illegible]	[illegible]
2. Destroyer Tender	Naval Shipyard	[illegible]	[illegible]	-	[illegible]	[illegible]
River Gunboats						
3. [illegible]	Port Film Hydrographic and Naval Gunnery	[illegible]	[illegible]	-	[illegible]	[illegible]
4. [illegible]			[illegible]	-	[illegible]	[illegible]
5. [illegible]			[illegible]	-	[illegible]	[illegible]
6. [illegible]			[illegible]	-	[illegible]	[illegible]
7. Mining Barge	Hydrographic and Naval Gunnery	[illegible]	[illegible]	-	[illegible]	[illegible]
8. Gallinaire	Naval Shipyard	[illegible]	[illegible]	-	[illegible]	[illegible]
9. Sulian	Philippe	[illegible]	[illegible]	-	[illegible]	[illegible]
10. [illegible]	10. Jacques Jolly Chemical-Industrial	[illegible]	[illegible]	-	[illegible]	[illegible]
11. [illegible]	10. Jacques Jolly Chemical-Industrial	[illegible]	[illegible]	-	[illegible]	[illegible]
12. [illegible]	Aids to Navigation	[illegible]	[illegible]	-	[illegible]	[illegible]
	Destition Discovery and Life Saving	[illegible]	[illegible]	-	[illegible]	[illegible]
13. [illegible] Curpuline	Destition Discovery and Life Saving	[illegible]	[illegible]	-	[illegible]	[illegible]
14. [illegible]	Naval Shipyard	[illegible]	[illegible]	-	[illegible]	[illegible]
15. Second Book	Aids to Navigation	[illegible]	[illegible]	-	[illegible]	[illegible]
	Destition Discovery and Life Saving	[illegible]	[illegible]	-	[illegible]	[illegible]
	Hydrographic and Naval Gunnery	[illegible]	[illegible]	-	[illegible]	[illegible]
17. Second Discovery, Life Saving Service	Destition Discovery and Life Saving	[illegible]	[illegible]	-	[illegible]	[illegible]
18. Second Delivery	Aids to Navigation	[illegible]	[illegible]	-	[illegible]	[illegible]

MARINE

SUMMARY LIST

	Class	Division	Number of Positions Occupied	Vacant	Total
E	Second Engineer (Continued)	Dominion Steamers and Life Saving	8	-	8
			S 13	-	S 13
E	Second Marine Engineer	Hydrographic and Tidal and Current	T 4	-	T 4
E	Second Officer	Aids to Navigation	2	-	2
		Dominion Steamers and Life Saving	8	-	8
			S 2	-	S 2
E	Second Ship's Officer	Hydrographic and Tidal and Current	S 1	-	S 1
E	Second Steward	Dominion Steamers and Life Saving	7	-	7
			S 2	-	S 2
E	Second Stewardess	Dominion Steamers and Life Saving	S 1	-	S 1
E	Secretary-Clerk	Administrative	1	-	1
	Secretary of Wreck Commissioner's Court	Wreck Commissioner	1	-	1
	Seismological Observer	Meteorological	1	-	1
P	Seismologist	Meteorological	1	-	1
P	Senior Assistant Engineer	Engineering	2	-	2
P	Senior Draftsman	Radiotelegraph	1	-	1
P	Senior Engineering Clerk	Hydrographic and Tidal and Current	3	1	4
		Meteorological	1	-	1
	Senior Inspector of Fog Alarms	Aids to Navigation	1	-	1
P	Senior Map Draftsman	Hydrographic and Tidal and Current	3	2	5
	Senior Messenger	Administrative	1	-	1
P	Senior Radio-Electrical Engineer	Radiotelegraph	1	-	1

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| Class | Division | Number of Positions Classified Under Each Grade | | |

MARINE

SUMMARY LIST

	Class	Division	Number of Positions Occupied	Vacant	Total
P	Senior Radio-Electrician	Radiotelegraph	5 T 3	3 -	8 T 3
P	Senior Radio Inspector	Radiotelegraph	8	-	8
	Senior Radiotelegraph Operator	Radiotelegraph	69 T 38	61 -	130 T 38
P	Senior (Ship) Draftsman	Sorel Shipyard	1 T 2	- -	1 T 2
P	Senior Steamship Inspector	Steamship Inspection	3	-	3
P	Senior Tidal and Current Surveyor	Hydrographic and Tidal and Current	2	-	2
	Senior Traffic Clerk	Radiotelegraph	1	-	1
P	Senior Translator	Radiotelegraph	- T 1	1 -	1 T 1
E	Shear-Leg Operator	Sorel Shipyard	T 2	-	T 2
P	Ship Draftsman	Ship Design and Construction	-	1	1
		Sorel Shipyard	2 T 1	1 -	3 T 1
E	Shipping Master	Masters and Seamen	50	-	50
E	Ship's Boy	Hydrographic and Tidal and Current	S 2	-	S 2
E	Ship's Carpenter	Hydrographic and Tidal and Current	S 4	-	S 4
E	Ship's Engineer	St. Lawrence Ship Channel-Dredging	S 74	-	S 74
E	Ship's Master	Pilotage	S 2	-	S 2
		St. Lawrence Ship Channel-Dredging	S 54	-	S 54
E	Ship's Medical Officer	Hydrographic and Tidal and Current	S 1	-	S 1

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[illegible]

Class	Division	Number of Positions			
		Officers	Petty Officers	Seamen	Total
1 Senior Tests-Electrician	Hydrographic	[illegible]	[illegible]	[illegible]	[illegible]
2 Senior Tests Inspector	Hydrographic	[illegible]	-	-	[illegible]
Senior Hydrographic Surveyor	Hydrographic	[illegible]	[illegible]	[illegible]	[illegible]
3 Senior (Ship) Draftsman	Naval Architect	[illegible]	-	-	[illegible]
4 Senior Steamship Inspector	Steamship Inspection	[illegible]	-	-	[illegible]
5 Senior Tidal and Current Surveyor	Hydrographic and Tidal and Current	[illegible]	-	-	[illegible]
Senior Traffic Clerk	Hydrographic	[illegible]	-	-	[illegible]
6 Senior Draftsman	Hydrographic	[illegible]	-	-	[illegible]
7 Ship Draftsman	Ship Design and Construction Naval Architect	[illegible]	-	-	[illegible]
8 Shipping Master	Shipping and Seamen	[illegible]	-	-	[illegible]
9 Ship's Cook	Hydrographic and Tidal and Current	[illegible]	-	-	[illegible]
10 Ship's Carpenter	Hydrographic and Tidal and Current	[illegible]	-	-	[illegible]
11 Ship's Engineer	Sr. Marine Engineer Chemical-Metallurgy	[illegible]	-	-	[illegible]
12 Ship's Master	Pilotage Sr. Marine Engineer Chemical-Metallurgy	[illegible]	-	-	[illegible]
13 Ship's Petty Officer	Hydrographic and Tidal and Current	[illegible]	-	-	[illegible]

MARINE

SUMMARY LIST

	Class	Division	Number of Positions Occupied	Vacant	Total
E	Ship's Officer	St. Lawrence Ship Channel-Dredging	1	-	1
			S 25	-	S 25
E	Shop and Yard Clerk	Sorel Shipyard	11	-	11
	Signal Agent	Marine Signal	28	1	29
			T 1	-	T 1
			S 2	-	S 2
E	Part Time		27	2	29
			T 1	-	T 1
	Signal Clerk	Marine Signal	3	-	3
	Signal Clerk, St. John	Marine Signal	2	-	2
E	Sixth Engineer	Dominion Steamers and Life Saving	1	-	1
P	Sorel Shipyard Superintendent	Sorel Shipyard	1	-	1
E	Sounder	Hydrographic and Tidal and Current	S 14	-	S 14
E	Special Signal Agent Part Time	Marine Signal	1	-	1
	Special Typist, Grade 3	Engineering	1	-	1
		Meteorological	1	2	3
E	Stableman	Sorel Shipyard	1	-	1
	Stationary Engineer, Heating, Grade 2	Agencies	2	-	2
E	Steam Crane Engineer	Agencies	T 1	-	T 1
E	Steamfitter	Agencies	T 2	-	T 2
		Sorel Shipyard	T 32	-	T 32
E	Steamfitter Apprentice	Sorel Shipyard	T 4	-	T 4
P	Steamship Inspector, Boilers and Machinery	Steamship Inspection	2	-	2
P	Steamship Inspector, General	Steamship Inspection	20	-	20

(over)

[illegible]

[illegible]

Ranks	Divisions	Number of Positions			
		Authorized Permanent	Temporary	Total	
1 Chief's Office	Sr. Personnel Officer (Naval-Civilian)	1	-	1	
2 Chief and Exec Officer	Naval Officers	22	-	22	
Signal Agent	Enlisted Ranks	59	1	60	
3 Navy Ship.		1	-	1	
		1	-	1	
		1	-	1	
		1	-	1	
		1	-	1	
Signal Clerk	Marine Officer	1	-	1	
Signal Clerk, 1st. Class	Marine Enlisted	1	-	1	
4 Office Machines	Civilian Personnel not Civ Service	1	-	1	
5 Naval Military Administrator	Naval Officers	1	-	1	
6 Manager	Photographic and Visual Aid Personnel	14	-	14	
8 Naval Signal Agent Navy Ship	Marine Officer	1	-	1	
Naval Yeoman, Grade 2	Stenographer Secretarial	1	-	1	
9 Mechanic	Naval Officers	6	-	6	
Maritime Engineer, Machine, Grade 2	Enlisted	3	-	3	
10 Chief Trade Engineer	Supervisor	1	-	1	
11 Electrician	Admiral Naval Officers	1	-	1	
12 Electrician Journeyman	Enlisted	1	-	1	
13 Electricity Inspector, Shipyard	Electricity Inspection	1	-	1	
14 Electricity Inspector, General	Electricity Inspection	1	-	1	

MARINE

SUMMARY LIST

	Class	Division	Number of Positions: Occupied	Vacant	Total
P	Steamship Inspector, Hulls and Equipment	Steamship Inspection	6	-	6
	Stenographer, Grade 3	Administrative	3	-	3
		Accounts	1	-	1
		Agencies	3	-	3
		Aids to Navigation	1	-	1
		Engineering	1	-	1
		Hydrographic and Tidal and Current	1	-	1
		Meteorological	1	-	1
		Radiotelegraph	1	-	1
		Ship Design and Construction	1	-	1
		Sorel Shipyard	1	-	1
		Steamship Inspection	1	-	1
		St. Lawrence Ship Channel-Dredging	1	-	1
	Stenographer, Grade 2	Administrative	3	1	4
			T 2	-	T 2
		Accounts	1	-	1
		Purchasing and Contract	2	-	2
		Agencies	11	1	12
			T 1	-	T 1
		Aids to Navigation	T 1	-	T 1
		Dominion Steamers and Life Saving	1	-	1
		Engineering	1	-	1
		Harbour Commissions	1	-	1
		Hydrographic and Tidal and Current	2	1	3
		Marine Signal	1	-	1
		Masters and Seamen	2	-	2
		Meteorological	-	1	1
		Pilotage	2	-	2
		Radiotelegraph	13	3	16
			T 3	-	T 3
		Ship Design and Construction	-	1	1
			T 1	-	T 1
		Steamship Inspection	10	2	12
			T 1	-	T 1
		Wreck Commissioner	1	-	1
E		Administrative	1	-	1

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[illegible]

[illegible]

Class	Division	Number of Staff					
		Professional	Technical	[illegible]	[illegible]	[illegible]	[illegible]
3 Oceanographic Inspector, Tails and Light Vessels	Economic Inspection	2	-	-	-	-	-
Oceanographer, Grade 2	Laboratories	1	-	-	-	-	-
	Geodesic	1	-	-	-	-	-
	Geophysics	2	-	-	-	-	-
	Life in Navigation	1	-	-	-	-	-
	Engineering	1	-	-	-	-	-
	Hydrography and Tides and Currents	1	-	-	-	-	-
	Terrestrial and Meteorological	1	-	-	-	-	-
	Oceanographer	1	-	-	-	-	-
	Life Saving and Communications	1	-	-	-	-	-
	Marine Geology	1	-	-	-	-	-
	Physical Oceanography	1	-	-	-	-	-
	Chemical Oceanography	1	-	-	-	-	-
	Ocean Dynamics	1	-	-	-	-	-
	Marine Chemistry	1	-	-	-	-	-
	Marine Biology	1	-	-	-	-	-
	Marine Geology	1	-	-	-	-	-
	Marine Geophysics	1	-	-	-	-	-
	Tides and Currents	1	-	-	-	-	-
	Hydrography and Cartography	1	-	-	-	-	-
	Life in Navigation	1	-	-	-	-	-
	Marine Communications and Life Saving Devices	1	-	-	-	-	-
	Engineering	1	-	-	-	-	-
	Laboratories	1	-	-	-	-	-
	Geodesic	1	-	-	-	-	-
	Terrestrial and Meteorological	1	-	-	-	-	-
	Oceanographer	1	-	-	-	-	-
	Economic Inspection	1	-	-	-	-	-
	Data Banks and Dissemination	1	-	-	-	-	-
Oceanographer, Grade 3	Administrative	1	-	-	-	-	-
	Laboratories	1	-	-	-	-	-
	Geodesic	1	-	-	-	-	-
	Geophysics	1	-	-	-	-	-
	Life in Navigation	1	-	-	-	-	-
	Marine Communications and Life Saving Devices	1	-	-	-	-	-
	Engineering	1	-	-	-	-	-
	Hydrography and Tides and Currents	1	-	-	-	-	-
	Marine Geodesy	1	-	-	-	-	-
	Marine Geology	1	-	-	-	-	-
	Marine Geophysics	1	-	-	-	-	-
	Meteorological	1	-	-	-	-	-
	Oceanographer	1	-	-	-	-	-
	Economic Inspection	1	-	-	-	-	-
	Data Banks and Dissemination	1	-	-	-	-	-
	Administrative	1	-	-	-	-	-
	Marine Chemistry	1	-	-	-	-	-
	Laboratories	1	-	-	-	-	-

MARINE

SUMMARY LIST

	Class	Division	Number of Positions Occupied	Vacant	Total
	Stenographer, Grade 1	Administrative			
		Accounts	T 1	-	T 1
		Purchasing and Contract	1	-	1
			T 1	-	T 1
		Agencies	3	-	3
		Aids to Navigation	-	1	1
		Engineering	1	-	1
		Hydrographic and Tidal and Current	1	1	2
		Masters and Seamen	2	-	2
		Pilotage	2	-	2
			S 1	-	S 1
		Radiotelegraph	10	5	15
			T 4	-	T 4
		Steamship Inspection	1	-	1
E	Steward	Aids to Navigation	3	-	3
		Hydrographic and Tidal and Current	S 4	-	S 4
E	Stewardess	Dominion Steamers and Life Saving	S 1	-	S 1
E	Storekeeper	Dominion Steamers and Life Saving	3	-	3
E	Stores Help	Sorel Shipyard	T 25	-	T 25
E	Storm Signal Agent	Meteorological	94	10	104
	Part Time		T 7	-	T 7
	Student Draftsman	Hydrographic and Tidal and Current	1	1	2
	Superintendent, Humane Establishment	Aids to Navigation	1	-	1
	Superintendent, Lighthouse Depot	Engineering	-	1	1
P	Superintendent, Masters and Seamen Branch	Masters and Seamen	1	-	1
P	Superintendent of Lights	Agencies	7	1	8
P	Superintendent of Pilots	Pilotage	3	2	5

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Class	Division	Number of positions Classified	Number of positions Vacant	[illegible]
Stenographer, Grade 1	Administrative Services	1	-	[illegible]
	Engineering and Research	1	-	
		1	-	[illegible]
	Accounts	3	-	
	Bills of Instruction	1	-	
	Engineering	1	-	
	Hydrographic and Topographic	1	-	
	Health and Safety	2	-	
	Statistics and Income Tax	2	-	
	Planning	2	-	
		1	-	
	Mathematics	10	-	[illegible]
		7	-	[illegible]
	Geological Survey	1	-	
Clerk	Bills of Exchange Hydrographic and Tidal and Current	8	-	
		4	-	[illegible]
Storekeeper	Medical Stores and Life Saving	1	-	[illegible]
Storekeeper	Medical Stores and Life Saving	1	-	
Storeman Help	Stores Engineers	2	-	
Storeman Skilled Agent	Entomologists	[illegible]	-	[illegible]
	Port Elgin	[illegible]		
Timber Inspector	Hydrographic and Tidal and Survey	1	-	
Superintendent, Steam Tugboat	Bills of Instruction	1	-	1
Superintendent, Lighthouse Depot	Engineering	-	1	1
Superintendent, Radio and Power Branch	Radio and Power	1	-	1
Superintendent of Lights	Lighthouse	1	-	[illegible]
Superintendent of Pilots	Pilotage	1	-	[illegible]

MARINE

SUMMARY LIST

	Class	Division	Number of Positions Occupied	Vacant	Total
	Superintendent of Signal Service	Marine Signal	1	-	1
P	Superintendent, Radiotelegraph Service	Radiotelegraph	1	-	1
	Superintendent, Western Airways, Weather Forecasting Service	Meteorological	1	-	1
P	Supervising Examiner of Masters and Mates	Masters and Seamen	3	-	3
	Supervisor of Harbour Commissions	Harbour Commissions	1	-	1
E	Tackle Inspector	Steamship Inspection	2 S 1	- -	2 S 1
E	Teamster	Sorel Shipyard	T 2	-	T 2
	Telegraph Operator	Agencies Meteorological	1 1	- 1	1 2
	Telephone Operator	Agencies Meteorological	1 1	- -	1 1
E	Third Engineer	Aids to Navigation Dominion Steamers and Life Saving	2 8 S 2	- - -	2 8 S 2
E	Third Marine Engineer	Hydrographic and Tidal and Current	S 2	-	S 2
E	Third Officer	Dominion Steamers and Life Saving	4	-	4
	Tidal and Current Observer	Hydrographic and Tidal and Current	- T S 1	S 1 -	S 1 T S 1
	Part Time		- T 12 T S 11	12 - -	12 T 12 T S 11
E					
E	Time Clock Guardian	Sorel Shipyard	1	-	1
	Timekeeper	Sorel Shipyard	-	1	1

(over)

[illegible]

Number of Positions

Name	Division	Required	Present	Vacant	[illegible]
[illegible]	Marine Guard	1	-	[illegible]	[illegible]
[illegible]	Maintenance	1	-	[illegible]	[illegible]
[illegible]	Janitorial	1	-	[illegible]	[illegible]
Supervising Inspector of Masters and Mates	Masters and Mates	2	-	[illegible]	[illegible]
Supervisor of Marine Commissions	Marine Commissions	1	-	[illegible]	[illegible]
Tanks Inspector	Steamship Inspection	1	-	[illegible]	[illegible]
[illegible]	Naval Shipyard	7	-	[illegible]	[illegible]
Yarmouth Counsel	Legalize	1	-	[illegible]	[illegible]
	Superintendent	1	-	[illegible]	[illegible]
Valdez Operator	Legalize	1	-	[illegible]	[illegible]
	Superintendent	1	-	[illegible]	[illegible]
Third Engineer	Life or Inspection Tonkin Steamer and Life Saving	1	-	[illegible]	[illegible]
Third Mate Railway	Hydrographic and Tidal and Current	2	-	[illegible]	[illegible]
Third Officer	Tonkin Steamer and Life Saving	4	-	[illegible]	[illegible]
Tidal and Current Observer	Hydrographic and Tidal and Current	-	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
Time Clerk Coastal	Naval Shipyard	1	-	[illegible]	[illegible]
Timekeeper	Naval Shipyard	1	1	[illegible]	[illegible]

MARINE

SUMMARY LIST

	Class	Division	Number of Positions Occupied	Vacant	Total
E	Tinsmith	Sorel Shipyard	T 1	-	T 1
		Engineering	-	1	1
			T 1	-	T 1
E	Tinsmith Helper	Engineering	-	1	1
			T 1	-	T 1
E	Toolmaker	Engineering	-	1	1
			T 1	-	T 1
		Sorel Shipyard	T 1	-	T 1
E	Tool Room Attendant	Sorel Shipyard	T 1	-	T 1
E	Transmitter (Message) Part Time	Marine Signal	1	-	1
	Travelling Paymaster	St. Lawrence Ship Channel-Dredging	1	-	1
E	Trimmer	Dominion Steamers and Life Saving	14	-	14
		Hydrographic and Tidal and Current	S 4	-	S 4
E	Tractor Operator	Sorel Shipyard	T 8	-	T 8
	Typist, Grade 2	Agencies	2	-	2
		Engineering	1	-	1
		Meteorological	-	3	3
		Radiotelegraph	4	-	4
		Steamship Inspection	T 1	-	T 1
	Typist, Grade 1	Administrative	1	1	2
			T 1	-	T 1
		Accounts	2	-	2
		Agencies	2	-	2
		Engineering	1	-	1
		Meteorological	-	1	1
		Radiotelegraph	4	1	5
			T 1	-	T 1
			-	S 3	S 3
			S T 3	-	S T 3
		Sorel Shipyard	-	1	1
			T 1	-	T 1
E	Waiter	Aids to Navigation	S 2	-	S 2
		Dominion Steamers and Life Saving	15	-	15
			S 13	-	S 13

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Class	Station	Number of Cadets Entered	Present	Total
2 Pilots	Total Assigned	2 1	-	2 1
	Equivalent	-	1	1
		2 1	-	2 1
2 Flying Boats	Equivalent	-	1	1
		2 1	-	2 1
2 Navigator	Equivalent	-	1	1
		2 1	-	2 1
	Total Assigned	2 1	-	2 1
2 Total Shore Patrol	Total Assigned	2 1	-	2 1
2 Commanding Officers (Reserve) Sub Ltns	Active Duty	1	-	1
Instructing Personnel	4. Instructor Duty Command-Qualified	1	-	1
2 Yeomen	Instructor Personnel and Life Saving Instructor-Qualified and Total and Veteran	14 4	-	14 4
2 Tractor Operator	Total Assigned	2 8	-	2 8
Trade Group 1	Instructors	8	-	8
	Instructing	1	-	1
	Administrative	-	8	8
	Instructional	-	4	4
	Commanding Instructors	2 1	-	2 1
Trade Group 2	Administrative	-	1	1
		2 1	-	2 1
	Instructors	3	-	3
	Instructing	3	-	3
	Administrative	1	-	1
	Instructional	-	1	1
	Commanding	4	1	5
		2 1	-	2 1
		-	5	5
		8 2	-	8 2
	Total Assigned	-	1	1
		2 1	-	2 1
2 Yeoman-	Plan of Instructor Training Training Commanding Sub Ltns Duty Life Service	2 1	-	2 1
		12	-	12
		2 12	-	2 12

MARINE

SUMMARY LIST

	Class	Division	Number of Positions Occupied	Vacant	Total
E	Waiter (Continued)	Hydrographic and Tidal and Current	S 11	-	S 11
E	Waterman	St. Lawrence Ship Channel-Dredging	S 8	-	S 8
E	Watchman	Dominion Steamers and Life Saving	S 2	-	S 2
		Sorel Shipyard	18	-	18
		St. Lawrence Ship Channel-Dredging	1	-	1
			S 10	-	S 10
	Watchman	Engineering	-	3	3
			T 2	-	T 2
P	Weather Forecaster, Grade 3	Meteorological	2	-	2
	Weather Forecaster, Grade 2	Meteorological	2	-	2
	Weather Forecaster, Grade 1	Meteorological	2	-	2
P	Weather Observer and Forecaster, Grade 1	Meteorological	2	-	2
P	Weather Observer, Grade 6 Station	Meteorological	6	11	17
			T 4	-	T 4
	Weather Observer, Grade 5 Station	Meteorological	5	2	7
			T 3	-	T 3
	Weather Observer, Grade 4 Station	Meteorological	T 1	-	T 1
	Weather Observer, Grade 3 Station Part Time	Meteorological	5	-	5
	Weather Observer, Grade 2 Station Part Time	Meteorological	44	8	52
E			T 5	-	T 5
			10	6	16
			T 6	-	T 6
E	Weather Observer, Grade 1 Station Part Time		237	112	349
			T 77	-	T 77

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[illegible]

[illegible]

| Number of Positions | | |

MARINE

SUMMARY LIST

Class		Division	Number of Positions Occupied	Vacant	Total
E Wharfinger		Aids to Navigation	2	-	2
	Part Time		382	312	694
Wharf Patrolman		Agencies	7	6	13
E Wheelsman		Dominion Steamers and Life Saving	S 5	-	S 5
E Winchman		Agencies	1	-	1
			T 1	-	T 1
		Dominion Steamers and Life Saving	1	-	1
			S 4	-	S 4
		Sorel Shipyard	T 2	-	T 2
		St. Lawrence Ship Channel-Dredging	S 37	-	S 37
E Wind Observer					
	Part Time	Meteorological	9	2	11
E (Ship's) Wireless Operator		Dominion Steamers and Life Saving	2	-	2
			6,907	1,075	7,982

Total -- Professional - 416
Exempt - ~~5,830~~ 4774
Temporary - 1,377
Part Time - 2,354
Seasonal - 1.217

From the above should be deducted

E	Deputy Port Warden	3	-	3
E	Harbour Master	167	133	300
E	Port Warden	14	-	14
E	Receiver of Wreck	32	21	53
E	Shipping Master	50	-	50
E	Wharfinger	2	-	2
	Part Time	382	312	694
		650	466	1116

who are paid fees of office.

[illegible]

[illegible]

Item	Situation	Number of Training Days in Operation		
		[illegible]	[illegible]	[illegible]
6 Guardhouse	Life in Detachment	[illegible]	[illegible]	[illegible]
Court Martial	Admitted	[illegible]	[illegible]	[illegible]
8 Gunhouse	Conditions Changed but Life Active	[illegible]	[illegible]	[illegible]
7 Wireless	Admirable	[illegible]	[illegible]	[illegible]
	Conditions Changed but Life Active	[illegible]	[illegible]	[illegible]
	Still Changed Ft. Lawrence Life Changed-Inactive	[illegible]	[illegible]	[illegible]
5 Tilt Gunnery	Not Time Intermittent	[illegible]	[illegible]	[illegible]
1 Lateral Wireless Gunnery	Conditions Changed but Life Active	[illegible]	[illegible]	[illegible]
Total -- Professional		[illegible]	[illegible]	[illegible]

Total -- Professional - [illegible]
Amount - [illegible]
Temporary - [illegible]
Part Time - [illegible]
Intermittent - [illegible]

APPRENTICE DRAFTSMAN

(MARINE)

DEFINITION OF CLASS:

An Apprentice Draftsman is one who assists the Junior Draftsman in the performance of his duties to the best of his ability; to do elementary drafting, under supervision; and to perform other related work as assigned.

QUALIFICATIONS:

Education equivalent to high school graduation.

COMPENSATION:

Prevailing rates.

ASSISTANT ARCHITECT

DEFINITION OF CLASS:

To prepare and supervise the preparation of designs and plans of buildings and interior and exterior decorations; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; either graduation in architecture from a school of applied science of recognized standing with three years of experience in architectural design, estimate and construction one year of which shall have been in a position of professional responsibility, or five years of experience in arthitectural design, estimate and construction one year of which shall have been in a position of professional responsibility; firmness, tact and ability to manage men.

COMPENSATION:

Annual: $2,220 2,340 2,460 2,580 2,700.

Approved -- Civil Service Commission
Deputy's Description -- over

ASSISTANT ARCHITECT

DEPUTY'S DESCRIPTION

DEFINITION OF CLASS:

Under direction, to have charge of surveys and of the design, construction, repair and maintenance of various engineering projects; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; either graduation in engineering from a school of applied science of recognized standing with three years of engineering experience one year of which shall have been in a position of professional responsibility, or five years of engineering experience one year of which shall have been in a position of professional responsibility; firmness, tact and ability to manage men.

ASSISTANT CHIEF, CHARTING DIVISION

DEPUTY'S DESCRIPTION

(No definition of class by Civil Service Commission)

DEFINITION OF CLASS:

To assist the Chief of the Chart Construction division in the compilation, construction and preparation of nautical charts and plans; upon occasion, to supervise the work of a drafting staff; and to perform other related work as required.

QUALIFICATIONS:

The qualifications for this position are much the same as those required for the position of Chief, Charting Division, except that less experience is demanded.

COMPENSATION:

Annual: $2,700 2,820 2,940 3,060 3,120.

ASSISTANT CHIEF ENGINEER, MARINE

DEFINITION OF CLASS:

To assist the Chief Engineer, Marine, in the supervision of the staff and the design, estimate and construction of engineering works; to supervise repair work; to have charge of special engineering works such as icebreaking; to be responsible for the mechanical engineering work of the branch; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to graduation in engineering from a school of applied science of recognized standing; at least five years of experience in marine engineering work, two years of which shall have been in responsible charge of such work; thorough knowledge of the mechanical equipment required in lighthouses and marine signal stations; firmness, tact, good judgment and ability to manage men.

COMPENSATION:

Annual: $3,420 3,600 3,780 3,960.

Approved -- Civil Service Commission

Except that the responsibilities of this position have been enlarged to include experimentation and research work in connection with aids to navigation, this definition accurately describes the duties of this position.

Deputy Minister

ASSISTANT CHIEF ENGINEER, ST. LAWRENCE SHIP CHANNEL

DEFINITION OF CLASS:

To have charge, under the Chief Engineer, St. Lawrence Ship Channel, of the general engineering work on the ship channel; to make surveys; to make inspections and examinations of the work; to direct dredging and ice-breaking operations; to supervise the placing of navigation buoys and their removal; to supervise salvaging operations; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to graduation in engineering from a school of applied science of recognized standing; at least seven years of experience in engineering design, estimate, construction and maintenance of river or harbour works, three years of which shall have been in responsible charge of such work; firmness, tact, good judgment and ability to manage men.

COMPENSATION:

Annual: $4,200 4,380 4,560 4,740 4,800.

Approved -- Civil Service Commission

The foregoing duties of this position in the Department are more accurately described by the addition of the following:

To assist the Chief Engineer in the active performance of the duties of that office; and to take responsible charge of operations in the absence of that officer; to exercise general supervision; and to perform other related work as required.

Deputy Minister

ASSISTANT CHIEF FOREMAN

(MARINE)

DEFINITION OF CLASS:

The duties of a Chief Foreman are to lay out and to supervise and direct the work of the various foremen in the performance of their allotted work in connection with the operations of the Shipyard to insure that there shall be continuity and efficiency, with proper progression, and without overlapping; to assist the Superintendent in the preparation of estimates and in the consideration of work to be performed; and to perform other related work as required.

In order to perform these duties he must needs possess a thorough knowledge of the work to be done and have long experience and training. A degree of technical knowledge while not essential is very desirable.

The duties of the Assistant Chief Foreman are to assist the Chief Foreman in all of his various activities.

COMPENSATION:

Prevailing rates.

Exempt Class

ASSISTANT COMMISSIONER OF LIGHTS

DEFINITION OF CLASS:

To assist, under the Commissioner of Lights, in the administration of the service engaged in maintaining various aids to navigation; to investigate and report on problems involved in the construction and maintenance of lights, lighthouses, fog alarms and sounding and other buoys; to prepare technical details of specifications; to handle correspondence; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to graduation in mechanical engineering from a school of applied science of recognized standing; at least five years of experience in a supervisory capacity as a mechanical engineer in connection with the work of designing and maintaining aids to navigation; familiarity with office methods; supervisory ability.

COMPENSATION:

Annual: $3,420 3,600 3,780 3,960.

Approved -- Civil Service Commission

Except that in the absence of the Commissioner of Lights the incumbent of this position is responsible for the administration of the Service, this definition accurately describes the duties of this position.

Deputy Minister

ASSISTANT DEPUTY MINISTER, DEPARTMENT OF MARINE

DEFINITION OF CLASS:

To assist the Deputy Minister, Department of Marine, in administrative matters as delegated; to confer with heads of branches and divisions in regard to the activities over which they have control; to direct the preparation of periodical or special reports; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to university graduation; at least five years of clerical experience in a supervisory capacity; thorough knowledge of the organization and procedure of the Department; administrative ability; tact and good judgment.

COMPENSATION:

Annual: $4,620 4,920 5,220.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

ASSISTANT DIRECTOR AND MAGNETICIAN, METEOROLOGICAL SERVICE

DEPUTY'S DESCRIPTION

(No definition of class by Civil Service Commission)

DEFINITION OF CLASS:

To supervise and conduct research work in meteorology; to conduct investigations in solar and terrestrial radiation, the structure of the atmosphere and the physical processes by which weather phenomena are produced; to prepare the results of investigations for publication; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to the Ph.D. from a university of recognized standing; extended experience in Meteorological work; proven ability to conduct meteorological research and to publish the results of such investigations.

COMPENSATION:

$3,000 and up.

ASSISTANT ENGINEER

DEFINITION OF CLASS:

Under direction, to have charge of surveys and of the design, construction, repair and maintenance of various engineering projects; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; either graduation in engineering from a school of applied science of recognized standing with three years of engineering experience, one year of which shall have been in a position of professional responsibility, or five years of engineering experience, one year of which shall have been in a position of professional responsibility; firmness, tact and ability to manage men.

COMPENSATION:

Annual: $2,220 2,340 2,460 2,580 2,700.

Approved -- Civil Service Commission
Certified Correct for some positions --
Deputy Minister
Deputy's Description for 1 position --
over

ASSISTANT ENGINEER

DEPUTY'S DESCRIPTION

DEFINITION OF CLASS:

Under direction, to have charge of the division of precise water levels; to be responsible for the work and staff of this division in field and office; to design and supervise the installation and maintenance of observation stations and instruments; to advise on related questions; to prepare data for publication; co-operate with other departments; and to perform other related duties as required.

QUALIFICATIONS:

Education equivalent to graduation in engineering from a school of applied science of recognized standing, with at least four years of engineering experience, or ten years of experience in hydrometric and hydraulic engineering; tact, good judgment and ability to manage men; good physical condition.

ASSISTANT ENGINEER

DEFINITION OF CLASS:

To assume such responsibilities as may be assigned by superior officers in caring for and operating a vessel's power and machinery equipment.

QUALIFICATIONS:

Primary school education; a valid and recognized engineer's certificate of competency for the class and kind of vessel in question.

COMPENSATION:

Prevailing rates shall apply.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

ASSISTANT HYDROGRAPHER

DEPUTY'S DESCRIPTION

(No definition of class by Civil Service Commission)

DEFINITION OF CLASS:

Under direction, to assist the Chief Hydrographer and the Principal Assistant as may be required; in emergency to substitute for a Hydrographer, Grade 3, in field work; to supervise the distribution of hydrographic charts and publications and to check for purposes of comparison and accuracy all issued of foreign charts relating to Canadian waters; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to graduation in engineering from a school of applied science of recognized standing; ten years experience in Canadian hydrographic engineering; tact, good judgment and ability to manage men; good physical condition; good eyesight.

COMPENSATION:

Annual: $2,400 2,520 2,640 2,760 2,880.

ASSISTANT MAGNETICIAN

DEFINITION OF CLASS:

To assist, under supervision, in research work in terrestrial magnetism in an observatory or in the field; to assist in the reduction and computation of survey returns; and to perform other related work as assigned.

QUALIFICATIONS:

Education equivalent to graduation from a university of recognized standing, with specialization in physics and mathematics; familiarity with problems in terrestrial magnetism; exactitude.

COMPENSATION:

Annual: $1,740 1,860 1,980 2,100 2,220 2,340 2,400.

Approved -- Civil Service Commission
Deputy's Description -- over

ASSISTANT MAGNETICIAN

DEPUTY'S DESCRIPTION

DEFINITION OF CLASS:

To assist, under supervision, in research work in terrestrial magnetism in an observatory or in the field; to assist in the reduction or compilation of magnetic observations from an observatory or field survey; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to graduation with honours from a university of recognized standing with specialization in mathematics and physics; familiarity with problems in terrestrial magnetism.

ASSISTANT MARINE ENGINEERING DRAFTSMAN AND SURVEYOR

DEPUTY'S DESCRIPTION

(No definition of class by Civil Service Commission)

DEFINITION OF CLASS:

Under direction, to assist in designing and laying out machinery and pipe arrangements, boilers, engines and auxiliaries, for steam and Diesel driven ships, and machinery for special non-propelling vessels; to examine contractors' proposals and working drawings, orders and test reports of material; to inspect and supervise manufacture, erection and workmanship of machinery and inspect and test materials; to estimate cost of manufacture and operation of various types of machinery; to attend tests and trials of machinery previous to acceptance; to examine trial trip data and report; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation, and preferably graduation from a school of applied science, with experience in the design of marine engines, boiler and piping arrangements and preparation of specifications; experience in estimating costs and weights; ability and experience in preparation of drawings in connection with the foregoing; experience in construction survey, and to possess a good general knowledge of Diesel engine design and practice; shop and sea-going experience desirable.

COMPENSATION:

$275 monthly.

ASSISTANT NAVAL ARCHITECT

DEFINITION OF CLASS:

To assist in the preparation of ship designs; to write specifications, and to supervise the construction and outfitting of vessels; to make calculations relative to lines, stability and displacement of proposed ships; to examine and revise contractors' working drawings; to make inspections of shipbuilding work being performed under contract; to supervise the work of the staff in the absence of the Chief Naval Architect; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; either graduation from a school of applied science of recognized standing with seven years of experience in ship design and construction, one year of which shall have been in a position of professional responsibility, or ten years of experience in ship design and construction, four years of which shall have been in a position of professional responsibility; tact and ability to manage men.

COMPENSATION:

Annual: $2,820 2,940 3,060 3,180 3,300 3,420 3,540 3,600.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

ASSISTANT PRIVATE SECRETARY

DEPUTY'S DESCRIPTION

(No definition of class by Civil Service Commission)

DEFINITION OF CLASS:

To assist the Private Secretary in the performance of his duties as may be necessary.

QUALIFICATIONS:

Similar to those for Private Secretary only in somewhat lesser degree.

COMPENSATION:

Annual: $3,720.

ASSISTANT RADIO-ELECTRICAL ENGINEER

DEFINITION OF CLASS:

Under direction, to design and supervise the installation of radiotelegraph stations, equipment and apparatus as designated by the Senior Radio-Electrical Engineer; in some cases, to have charge of the operation, care and maintenance of an important radiotelegraph station; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to graduation in electrical engineering from a school of applied science of recognized standing; three years of experience in radio-electrical engineering work, one year of which shall have been in a position of professional responsibility; firmness and tact and ability to manage men.

COMPENSATION:

Annual: $2,220 2,340 2,460 2,580 2,700.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

ASSISTANT REGISTRAR OF SHIPPING

DEFINITION OF CLASS:

To be responsible, under the Collector of Customs, for all work pertaining to the registration of shipping at a large customs port; to assume full charge of shipping registration work where the collector is unable to give such work his personal attention; to supervise the work of assistants in the registry office; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; two years of experience in a shipping registry office or in work of equivalent character and standard; knowledge of the legal work involved in making transfers of ownership; thorough knowledge of the provisions of the Merchant Shipping Act and Canada Shipping Act governing the registration of ships and with the book of instructions to registrars.

COMPENSATION:

Annual:	$1,860	1,980	2,100	2,220.	
At Vancouver:	$2,040	2,160	2,280	2,400	2,460.
At Montreal:	$2,520	2,640	2,760	2,880	3,000.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

ASSISTANT SUPERINTENDENT OF LIGHTS

DEFINITION OF CLASS:

Under the direction of the Superintendent of Lights, to inspect aids to navigation with a view to efficiency of operation and to report thereon with recommendations; to effect adjustments to apparatus; to examine, report upon and install new lightkeepers and to instruct them in their duties; to maintain a record of supplies to lightkeepers and arrange for their delivery; to issue work orders governing the movements of service vessels; in the absence of the Superintendent of Lights to be in responsible charge of the office and to act in his place in all matters; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation with a course in mechanical engineering at a school of applied science; at least five years of experience as an Inspector, Marine Signals, or in machine shop practice; preferably a knowledge of engineering and some experience in the construction, repair and maintenance of buildings; supervisory ability; good physical condition.

COMPENSATION:

Annual: $1,920 2,040 2,160 2,280 2,400.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

ASSISTANT SUPERINTENDENT OF PILOTS

DEFINITION OF CLASS:

Under the direction of the Superintendent of Pilots, to assist in the supervision of the pilotage service of a district; to call and assign pilots to vessels, receive pilotage fees and compile the required reports and returns; to take charge of the office in the absence of the Superintendent, or to have full charge of a branch office, and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; preferably a master's certificate of competency; some experience in navigation; ability to converse in both English and one other language in common use in the district; familiarity with the work of the Pilotage Branch; good judgment; tact.

COMPENSATION:

Annual: $1,920 2,040 2,160 2,280 2,400.

The compensation for the incumbent of position MA-P-41, while performing the duties of Assistant Superintendent of Pilots for both Quebec and Montreal Districts, shall be: $1,920 2,040 2,160 2,280 2,400 2,580 2,760.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

ASSISTANT TO COMMISSIONER OF LIGHTS

DEFINITION OF CLASS:

Under direction, to supervise the distribution of supplies to Lightkeepers; to determine the cost, quality and suitability of lighthouse supplies; to collect engineering efficiency data on lights and lighthouse apparatus; to make or supervise emergency adjustments or repairs to lighthouse apparatus; to investigate reported irregularities in keepership; to handle correspondence; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; at least three years of office experience; considerable knowledge of modern office practice; a course in mechanical engineering in a school of applied science of recognized standing; preferably some knowledge of the mechanics of lighthouse apparatus; independent judgment; initiative; tact.

COMPENSATION:

Annual: $1,920 2,040 2,160 2,280 2,400.

Approved -- Civil Service Commission
Deputy's Description -- over

ASSISTANT TO COMMISSIONER OF LIGHTS

DEPUTY'S DESCRIPTION

DEFINITION OF CLASS:

Under direction, to check and prepare reports on estimates for minor repairs required to buildings (lighthouses, fog alarms, etc.) including roadways, bridges and culverts; to make or to supervise emergency adjustments or repairs to lighthouse apparatus and to collect engineering efficiency data in respect of such; to supervise and co-ordinate the selection and distribution of lighthouse supplies and to determine the costs, quality and suitability thereof; to investigate reported irregularities in the keepership of lights; to handle correspondence and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; at least three years of office experience; considerable knowledge of modern office practice; a course in engineering in a school of applied science of recognized standing; preferably some knowledge of the mechanics of lighthouse apparatus; independent judgment; initiative; tact.

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[illegible]

ASSISTANT WEATHER OBSERVER AND FORECASTER

DEFINITION OF CLASS:

Under direction, to assist in making and forwarding reports of meteorological observations at a meteorological station; to make observations from self-recording meteorological instruments; to prepare weather maps for the use of the Weather Forecaster; to prepare daily, a chalk plate for the printer; and to perform other related work as assigned.

QUALIFICATIONS:

Primary school education; at least one year of office experience; preferably some experience in the use of physical apparatus; elementary drafting ability; exactitude and reliability; good judgment.

COMPENSATION:

Annual: $1,140 1,200 1,260 1,320 1,380 1,440.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

BAND SAW OPERATOR

(MARINE)

DEFINITION OF CLASS:

Under direction, to operate log and lumber cutting machinery; to set, cut, resaw and trim logs and lumber; to supervise carriage or conveyor operators; to maintain and repair equipment; and to perform other related work as required.

QUALIFICATIONS:

Primary school education; at least one year of experience as sawyer; thorough knowledge of operating, maintaining and repairing machines and equipment; supervisory ability; good physical condition.

COMPENSATION:

Prevailing rates.

Exempt Class

BOATSWAIN

DEFINITION OF CLASS:

To supervise the deck crew, under direction of the First Mate or other officer, in the performance of all deck work aboard ship; and to perform other related work as required.

QUALIFICATIONS:

Preferably primary school education; rating as Able Seaman; ability to supervise the handling of cargo and the operation of deck machinery, winches, derricks and booms; good physical condition; age not more than 45 and preferably not more than 30 years.

COMPENSATION:

Prevailing rates shall apply.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

BOATSWAIN'S MATE

DEFINITION OF CLASS:

To assist the Boatswain in supervising the deck crew in the performance of all deck work aboard ship; and to perform other related work aboard or ashore as assigned.

QUALIFICATIONS:

Preferably primary school education; rating as Able Seaman; ability to handle men; familiarity with cargo handling apparatus; good physical condition; sobriety; age less than 45 and preferably less than 35 years.

COMPENSATION:

Prevailing rates shall apply.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

BUOY FOREMAN

DEFINITION OF CLASS:

To direct the work of preparing and placing buoys; and to perform other related work as assigned.

QUALIFICATIONS:

Primary school education; rating as Able Seaman; at least two years of experience as Gasman aboard a ship engaged in the light and buoy service; good physical condition; sobriety; age not more than 40 and preferably not more than 30 years.

COMPENSATION:

Prevailing rates shall apply.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

CAPTAIN

DEFINITION OF CLASS:

To exercise chief control over the care and navigation of a steamer engaged in removing snags, attending to lights and buoys; or breaking ice; and to perform other related work as required.

QUALIFICATIONS:

A valid and recognized master's certificate of competency for the class of waters in question; particular knowledge of the waters in question and the service in which the vessel is engaged.

COMPENSATION:

Prevailing rates shall apply.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

CARETAKER

DEFINITION OF CLASS:

To be responsible, under direction, for the maintenance, cleaning, and protection of a government building or other property; in some cases, to operate a small heating plant; in some cases, to supervise the work of others in this connection; and to perform other related work as assigned.

QUALIFICATIONS:

Ability to read and write and preferably primary school education; at least two years of experience in janitor or related work; knowledge of modern cleaning methods and implements; in some cases, ability to operate stoves, furnaces or other minor heating plants; in some cases, supervisory ability; good physical condition.

COMPENSATION:

Annual: $1,200 1,260

In Yukon Territory: $2,280.

For Limited Service a rate not to exceed $1,260 per annum as determined by the Department and the Civil Service Commission shall be paid.

If quarters, fuel, light, water or other maintenance is supplied the value shall be deducted from the above compensation.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

CHAIRMAN, STEAMSHIP INSPECTION BOARD

DEFINITION OF CLASS:

To exercise supervision and control over the work of the steamship inspection service and the examination and licensing of marine engineers; to exercise general supervision over repairs to government ships; to act as chairman of the Steamship Inspection Board and pass on plans and specifications for hulls, boiler and engine fittings, machinery and other equipment; to draft regulations and recommendations and issue instructions for the guidance of inspectors; to handle correspondence and adjust complaints; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to graduation in marine engineering from a university of recognized standing; extended experience in the construction, maintenance and operation of steamships; thorough familiarity with the regulations and practices relating to the inspection of steamships and the licensing of marine engineers; integrity; tact and good judgment.

COMPENSATION:

Annual: $4,620 4,920 5,220.

Approved -- Civil Service Commission
Deputy's Description -- over

CHAIRMAN, STEAMSHIP INSPECTION BOARD

DEPUTY'S DESCRIPTION

DEFINITION OF CLASS:

To exercise technical and administrative supervision and control over the Steamship Inspection Service; to pass on plans submitted for approval showing the construction of the hulls, boilers, machinery and fittings generally, of steamships for which statutory certificates of seaworthiness are required; to draft regulations for the construction of the hulls, boilers, machinery and equipment of steamships, and for the guidance of Steamship Inspectors; to act as technical officer consultant to the Department on questions of marine engineering, and the administration of Parts VII and IX of the Canada Shipping Act; to act as chief examining officer for the issue of marine engineer certificates; to preside at meetings of the Board of Steamship Inspection for deciding technical and administrative questions arising out of the work of the Steamship Inspection Service; to act as technical officer responsible for repairs to Government ships.

QUALIFICATIONS:

Education equivalent to graduation in engineering from a university of recognized standing; extended experience in the construction and repair of steamships, their boilers and machinery; thorough familiarity with the regulations and practices relating to the inspection of steamships and the licensing of marine engineers; integrity; tact and good judgment.

CHARGEMAN, SAW MILL

(MARINE)

DEFINITION OF CLASS:

Under direction, to supervise and be responsible for the management and upkeep of a saw mill; to direct the work of millwrights, sawyers, filers; cullers and others employed in the mill; and to perform other related work as required.

QUALIFICATIONS:

Primary school education; at least four years of experience in saw mill work; a thorough knowledge of woods; a working knowledge of the various trades employed; experience and ability in handling men; good judgment.

COMPENSATION:

Prevailing rates.

Exempt Class

CHAUFFEUR

DEFINITION OF CLASS:

Under direction, to drive and care for a passenger automobile or motor truck; and to perform other related work as required.

QUALIFICATIONS:

Primary school education; at least two years of experience in driving and caring for passenger automobiles and light motor trucks; a chauffeur's license to meet local requirements; carefulness; good eyesight and hearing; sobriety; good physical condition.

COMPENSATION:

Prevailing rates shall apply.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

CHIEF, CHARTING DIVISION

DEPUTY'S DESCRIPTION

(No definition of class by Civil Service Commission)

DEFINITION OF CLASS:

Under direction, to be responsible for the work and supervision of the staff of the Chart Construction Division of the Canadian Hydrographic Service, engaged in the compilation, construction, engraving and printing of the nautical charts and other marine survey plans; to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; either graduation in engineering from a school of applied science of recognized standing with four years of experience in a map drafting office, two years of which shall have been in responsible charge of such work, or six years of experience in a map drafting office, two years of which shall have been in responsible charge of such work; thorough knowledge of Dominion hydrographic surveys, and Chart production and printing; tact, good judgment and supervising ability.

COMPENSATION:

Annual: $3,000 3,120 3,240 3,300.

CHIEF CLERK

DEFINITION OF CLASS:

To supervise a large group of clerical employees engaged in clerical work requiring considerable specialization and knowledge of clerical methods, or to take charge of a large administrative unit requiring the exercise of a high order of independent judgment and discretion; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation, and preferably university training; at least four years of clerical experience in a supervisory capacity; wide knowledge of modern office practice; a high degree of specialized knowledge of the clerical work and procedure of an organization; administrative ability of a high order.

COMPENSATION:

Annual: $3,120 3,240 3,360 3,480 3,600 3,720.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

CHIEF DRAFTSMAN

DEFINITION OF CLASS:

To be responsible for and to supervise, under direction, the drawing of maps, plans and sketches of various proposed engineering works; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; either graduation in engineering from a school of applied science of recognized standing with four years of experience in an engineering drafting office, three years of which shall have been in responsible charge of such work, or six years of experience in an engineering drafting office, three years of which shall have been in responsible charge of such work; ability to visualize proposed engineering works; familiarity with various types of structures which will best serve local needs; firmness, tact, and ability to manage men.

COMPENSATION:

Annual: $2,760 2,880 3,000 3,120.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

CHIEF ENGINEER

DEFINITION OF CLASS:

To have full charge of the care and operation of a vessel's power and machinery equipment; and to perform other related work as required.

QUALIFICATIONS:

A valid and recognized engineer's certificate of competency for the kind and class of vessel in question.

COMPENSATION:

Prevailing rates shall apply.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

CHIEF ENGINEER, MARINE

DEFINITION OF CLASS:

To have responsible charge, under executive direction, of the engineering work and staff of the Department of Marine; to have supervision of the design, estimate, construction, repair and maintenance of the engineering works of the Department; to supervise the removal of wrecks and other obstructions to navigation and the publication of notices to mariners of lists of lights, buoys and other navigation aids; generally to advise the Department on all engineering questions; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to graduation in engineering from a school of applied science of recognized standing; at least seven years of experience in the design, estimate, construction, repair and maintenance of sea, harbour and river engineering works, four years of which shall have been in responsible charge of such work; thorough knowledge of the design and construction of marine engineering works; tact, good judgment and ability to manage and supervise extensive works.

COMPENSATION:

Annual: $4,800 5,100 5,400.

Approved -- Civil Service Commission

Ex cept that the responsibilities of this position have been enlarged to include the examination and criticism of all construction projects in connection with improvements to public harbours, this definition accurately describes the duties of this position.

Deputy Minister

CHIEF ENGINEER, ST. LAWRENCE SHIP CHANNEL

DEFINITION OF CLASS:

To have responsible charge, under executive direction, of the St. Lawrence Ship Channel and the Marine Signal Service; to direct surveys, dredging work, ice-breaking operations, repair and maintenance of the channel fleet, and the placing and removing of navigation buoys; to direct salvaging, the sweeping of the river to detect obstructions to navigation, and the removal of these obstructions; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to graduation in engineering from a school of applied science of recognized standing; at least seven years of experience in engineering design, estimate, construction, maintenance, ice breaking and dredging work, three years of which shall have been in responsible charge of such work; thorough knowledge of river work and dredging and ice breaking operations; tact, good judgment, and ability to organize and manage large works.

COMPENSATION:

Annual: $4,800 5,100 5,400 5,700.

Approved -- Civil Service Commission
Deputy's Description -- over

CHIEF ENGINEER, ST. LAWRENCE SHIP CHANNEL

DEPUTY'S DESCRIPTION

DEFINITION OF CLASS:

To have responsible charge, under executive direction, of the River St. Lawrence Ship Channel and the Marine Signal Service, and to direct all operations in connection therewith, including surveys, dredging, ice-breaking, the repair and maintenance of plant, placing and removal of navigation buoys, of salvaging, location and detection of obstructions and the removal thereof; and to perform other related work as required. Also to be generally responsible for traffic conditions and the maintenance of traffic through the channel during seasons of navigation.

CHIEF HYDROGRAPHER

DEPUTY'S DESCRIPTION

(No definition of class by Civil Service Commission)

DEFINITION OF CLASS:

To have responsible charge, under executive direction of the Deputy Minister of Marine, and to direct the work and staff of the Canadian Hydrographic Service, comprising the divisions of hydrography, chart construction, chart distribution, tides and currents and precise water levels; preparation of nautical charts and publications, annual tide tables and tidal information; the establishment and maintenance of tidal stations and of precise water level stations of the St. Lawrence and Great Lakes; preparation and dissemination of resultant data for the benefit of shipping and navigation, harbour works, dredging and lake and river controls; to perform other related work as required. To be responsible for the production of the standard national marine charts of Canadian coasts and waters.

QUALIFICATIONS:

Education equivalent to graduation in engineering from a school of applied science of recognized standing; over fifteen years of hydrographic engineering experience in the Canadian Hydrographic Service, three years of which shall have been in responsible charge of such work; tact, good judgment and ability to manage men; good physical condition; good eyesight;

COMPENSATION:

Annual: $4,620 4,920 5,220.

[illegible]

[illegible]

(The definition is taken by civil service Commission)

[illegible] AT [illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

Annual: [illegible]

CHIEF NAVAL ARCHITECT

DEFINITION OF CLASS:

To have charge, under executive direction, of the preparation of the designs, specifications, estimates, construction, and outfitting of vessels built by the Department of Marine; to prepare contracts for the construction of vessels; to examine and approve working drawings prepared by contractors; to give expert advice on shipbuilding matters; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to graduation in engineering from a school of applied science of recognized standing; at least seven years of experience in the design, estimate, construction and outfitting of vessels, four years of which shall have been in responsible charge of such work; thorough knowledge of shipbuilding work; tact, good judgment and organizing ability.

COMPENSATION:

Annual: $4,800 5,100 5,400.

Approved -- Civil Service Commission

Except that the responsibilities of this position have been enlarged to include all departments of the Government in addition to the Department of Marine, and on occasion, also, the Canadian National Railways, the above definition accurately describes the duties of this position.

Deputy Minister

CHIEF OF STAFF, HUMANE ESTABLISHMENT

(MARINE)

DEFINITION OF CLASS:

To assist the Superintendent in directing the activities and work of an Humane Establishment and take full charge in his absence; to supervise or look after a section of the Establishment or one of its major operations such as the keeping of a light or the operation of a life boat or other apparatus; to direct the work of the crew in stock raising, farming, improvement, repair and other operations; to perform assigned tasks in connection with drills and in rendering assistance to stranded vessels; to assist in keeping records and making necessary reports to the Superintendent; and to do other related work as assigned.

QUALIFICATIONS:

Primary school education; at least two years of experience as a general farm hand; at least two years of experience as Boatman (Life Saving Service); thorough knowledge of life and surf boats and life saving apparatus; familiarity with the coast line of the district in which the Establishment is located; expert ability at swimming; ability to handle men; excellent physical condition; age more than 21 and less than 40 years.

COMPENSATION:

Annual: $555 (all found).

Exempt Class

CHIEF RADIO INSPECTOR

DEFINITION OF CLASS:

Under the direction of the Director of Radio Service, to be responsible for the organization and correlation of the work of Inspectors engaged in the inspection of radio stations in Canada; to assist the Director in the formulation of policy, and drafting of regulations; to prepare cases of infraction of the Regulations and, as authorized, to take or institute such action as may be required to enforce compliance with the provisions of the Radio Act and the Regulations made thereunder; to be in responsible charge of examinations for Certificates of Proficiency in Radio, rating of examination papers, and the issuing of certificates; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to graduation from high school and preferably graduation in electrical engineering from a university of recognized standing; at least seven years of experience in radio operation and control, three years of which shall have been as a Senior Radio Inspector; thorough knowledge of the laws and practices governing the control of radio in Canada; wide knowledge of laws in force in foreign countries relating to radio control; administrative ability; ability to meet and deal with the public; good judgment; tact.

COMPENSATION:

Annual: $2,520 2,640 2,760 2,880 3,000 3,060.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

CHIEF RADIOTELEGRAPH OPERATOR

DEFINITION OF CLASS:

Under direction, to be responsible for the operation, care, and maintenance of a large radiotelegraph station; to receive and transmit radiotelegrams and messages over land telegraph lines; to be responsible for the keeping of necessary station records; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; at least five years of experience as Radiotelegraph Operator, three years of which shall have been in a position of responsibility; intimate knowledge of the construction, care, operation and maintenance of radiotelegraph apparatus; knowledge of and experience in simple accounting methods; possession of a "first" or "second" Class Canadian Certificate of Proficiency in Radiotelegraphy issued under the International Morse Code at a rate of at least 25 words a minute in plain language and 20 words a minute in code groups, and in the American Morse Code at a speed of not less than 25 words a minute in plain language; supervisory ability; good physical condition.

COMPENSATION:

Annual: $2,100 2,190.

Allowance: If board or lodging is provided by the Department deductions from the above compensation will be made at the following rates:

Board	$25	per month
Lodgings (single men)	10	per month
" (Married men)	20	per month

Operators on duty at certain isolated stations shall receive an additional monthly allowance as follows:

Hudson Strait Stations	$50	per month
Belle Isle	50	"
Bull Harbour	4	"
Cape Race	4	"
Estevan	4	"
Pachena	4	"

Port Nelson, $20 per month; Lightship, $8.

Charge allowance for Estevan, $20 per month when no Engineer is employed.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

CHIEF REGISTRAR OF SHIPPING

DEFINITION OF CLASS:

To direct and supervise the work of registrars of shipping and measuring surveyors at customs ports engaged in determining and registering the official description, dimensions and tonnage of vessels, in officially granting nationality to vessels, and in recording on ships' registers and reporting to headquarters bills of sale, mortgages, changes in part ownership, and other transactions affecting the status of vessels; to exercise responsibility for the securing of full returns from registrars, the preparation and publication of a registry of all Canadian vessels, the proper registration of shipping, and the prevention of evasions and infractions of the law.

QUALIFICATIONS:

Education equivalent to university graduation; at least five years of experience in the work of the Department of Marine, or in a supervisory capacity in marine activities; thorough familiarity with the provisions of the Shipping Act and international maritime laws affecting Canada; administrative ability.

COMPENSATION:

Annual: $2,520 2,640 2,760 2,880 3,000.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

CHIEF SIGNAL CLERK

DEFINITION OF CLASS:

To exercise supervision, under the Superintendent of Signal Service, over the office and clerical work in connection with the receipt and distribution of reports on the movement of vessels, weather, tidal and ice conditions, and vessels in distress for the Department of Marine; to record reports received from Signal Agents; to issue daily bulletins giving weather conditions and positions of vessels; to furnish vessel owners or agents, harbour masters, pilots and others with special information regarding the movements of vessels; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; in some cases ability to speak and write English and French; familiarity with marine affairs and office methods; supervisory ability.

COMPENSATION:

Annual: $2,040 2,160 2,280 2,400 2,520.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

CHIEF STEWARD

DEFINITION OF CLASS:

To have general control of the commissary on a government vessel; to be responsible for the comfort of, service to and preparation of meals for officers and crew; and to perform other related work as required.

QUALIFICATIONS:

Primary school education; at least two years of experience in the different grades of the steward's department on a ship; some knowledge of clerical work; supervisory and organizing ability; cleanliness and good physical condition.

COMPENSATION:

Prevailing rates shall apply.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

CLERK, GRADE 4

DEFINITION OF CLASS:

To perform difficult or specialized clerical work involving the exercise of considerable independent judgment; to be responsible for performing difficult clerical operations involving a specialized knowledge of office procedure or policy, or to be responsible for maintaining an important section of accounting, filing, mailing, correspondence, statistics or other important office work; to supervise employees engaged on the work or to supervise a considerable number of employees engaged in general clerical work; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation with four years of experience in clerical work; supervisory ability or demonstrated ability to take charge of specialized office work; thorough knowledge of modern office practice; tact and good judgment.

COMPENSATION:

Annual: $1,620 1,680 1,740 1,800 1,860 1,920.

Positions MA-AG-346 ~~(new No. 346)~~ Quebec, and MA-RT-31, shall be classified as Clerk, Grade 4, with the following special compensation rates: $1,740 1,860 1,980 2,100 2,220.

Approved -- Civil Service Commission
Certified Correct for some positions --
Deputy Minister
Deputy's Descriptions for other positions -- over

CLERK, GRADE 4

DEPUTY'S DESCRIPTION

(PRINCIPAL CLERK)

DEFINITION OF CLASS:

To perform, under direction, difficult or technical work of a clerical nature requiring a high degree of specialization, or to supervise a small group of employees engaged in clerical work requiring considerable knowledge of clerical methods and some specialization, or to supervise a large number of clerical employees engaged in simple clerical work, or to take charge of a small administrative unit, requiring the exercise of considerable independent judgment and discretion; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; specialized knowledge of the clerical work and procedure of an organization; at least two years of clerical experience in a supervisory capacity; wide knowledge of modern office practice; administrative ability.

CLERK, GRADE 3

DEFINITION OF CLASS:

To perform clerical work requiring specialized knowledge of clerical methods or of office practice and procedure; to be responsible for performing an important clerical operation involving the exercise of independent judgment or to be responsible for maintaining a section of accounting, filing, mailing, correspondence, statistics or other office work; to be responsible for the work of assistants, or to supervise a number of employees engaged in clerical work; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation with at least three years of experience in clerical work; supervisory ability or training in specialized office work; good knowledge of modern office practice; tact and good judgment.

COMPENSATION:

Annual: $1,380 1,440 1,500 1,560 1,620.

Where the incumbent is required to live in an isolated and undesirable locality, special maintenance or other allowance may be provided. The conditions and the amount of allowance shall be determined by the Civil Service Commission and the Department concerned.

Where quarters or other allowance is provided, the value for same is to be deducted from the above compensation, the amount to be deducted to be decided by the Civil Service Commission after consultation with the Department.

Approved -- Civil Service Commission
Certified Correct for some positions --
Deputy Minister
Deputy's Descriptions for other
positions -- over

CLERK, GRADE 3

DEPUTY'S DESCRIPTION

(CLERK, GRADE 4)

DEFINITION OF CLASS:

To perform difficult or specialized clerical work involving the exercise of considerable independent judgment; to be responsible for performing difficult clerical operations involving a specialized knowledge of office procedure or policy, or to be responsible for maintaining an important section of accounting, filing, mailing, correspondence, statistics or other important office work; to supervise employees engaged on the work or to supervise a considerable number of employees engaged in general clerical work; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation with four years of experience in clerical work; supervisory ability or demonstrated ability to take charge of specialized office work; thorough knowledge of modern office practice; tact and good judgment.

[illegible], Article 4

Scientific [illegible]

(Article, Article 4)

[illegible] of [illegible]:

[illegible]

[illegible]:

[illegible]

CLERK, GRADE 2

DEFINITION OF CLASS:

To perform, under supervision, clerical work requiring skill, previous experience and a knowledge of clerical methods; to be responsible for performing clerical operations involving the application of office practice and procedure, or to be responsible for maintaining an assigned part of accounting, filing, mailing, correspondence, statistics or other office work; in some cases to be responsible for the work of assistants; and to perform other related work as required.

QUALIFICATIONS:

Two years of education of high school standard or its equivalent, with at least two years of experience in clerical work; some knowledge of modern office practice; in some cases training in specialized office work; intelligence, tact and good judgment.

COMPENSATION:

Annual: $1,080 1,140 1,200 1,260 1,320 1,380.

Where the incumbent is required to live in an isolated and undesirable locality, special maintenance or other allowance may be provided. The conditions and the amount of allowance shall be determined by the Civil Service Commission and the Department concerned.

Where quarters or other allowance is provided, the value for same is to be deducted from the above compensation, the amount to be deducted to be decided by the Civil Service Commission after consultation with the Department.

Approved -- Civil Service Commission
Certified Correct for some positions --
Deputy Minister
Deputy's Description for 1 position --
over

CLERK, GRADE 2

DEPUTY'S DESCRIPTION

(CLERK, GRADE 3)

DEFINITION OF CLASS:

To perform clerical work requiring specialized knowledge of clerical methods or of office practice and procedure; to be responsible for performing an important clerical operation involving the exercise of independent judgment or to be responsible for maintaining a section of accounting, filing, mailing, correspondence, statistics or other office work; to be responsible for the work of assistants, or to supervise a number of employees engaged in clerical work; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation with at least three years of experience in clerical work; supervisory ability or training in specialized office work; good knowledge of modern office practice; tact and good judgment.

CLERK, GRADE 1

DEFINITION OF CLASS:

To perform, under supervision, routine clerical work as assigned; and to perform other related work as required.

QUALIFICATIONS:

Primary school education, and preferably some high school training; intelligence; ability to understand and follow directions; tact and good judgment.

COMPENSATION:

Annual: $720 780 840 900 960 1,020.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

CLIMATOLOGIST

DEFINITION OF CLASS:

To receive, analyze and publish daily reports from climatological and meteorological observers; to supervise investigations of the relation between weather changes and crops; to furnish information regarding climate and weather conditions; to prepare bulletins, reports, maps and diagrams in connection with such work; to handle correspondence; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to graduation in science from a university of recognized standing, with specialization in meteorology; at least three years of experience and proven ability in meteorological, statistical and editorial work; supervisory ability.

COMPENSATION:

Annual: $2,160 2,280 2,400 2,520 2,640 2,760 2,880 3,000.

Approved -- Civil Service Commission
Deputy's Description -- over

CLIMATOLOGIST

DEPUTY'S DESCRIPTION

DEFINITION OF CLASS:

Under direction of the Director, Meteorological Service, to have general supervision of the work of the climatological stations from which are collected by mail the weather records necessary to establish the history of the climate of Canada; to supervise investigations of the relation between weather changes and crops, forests, lake levels and stream flow; to prepare bulletins, reports, maps and diagrams in connection with climatological work; to conduct studies on the climate of Canada and prepare results for publication; to handle correspondence and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to graduation in science from a university of recognized standing, preferably with specialization in physics and mathematics; at least four years experience and proven ability in statistical, editorial and meteorological work; supervisory ability.

CLOUD OBSERVERS
AND
WIND OBSERVERS

DEPUTY'S DESCRIPTION

These positions are not classified.

The duties are part time and consist merely in taking observations of cloud formation and the velocity and direction of the wind at different elevations and under varying conditions. The time devoted to these observations is very short.

They are paid for the number and duration of observations made in accordance with an approved scale.

COAL CLAM OPERATOR

(MARINE)

DEFINITION OF CLASS:

Under direction, to operate a coal clam; to maintain and repair equipment and to perform other related work as required.

QUALIFICATIONS:

Primary school education; ability to understand and follow instructions; good physical condition.

COMPENSATION:

Prevailing rates.

Exempt Class

COLLECTION CLERK

(MARINE)

DEFINITION OF CLASS:

This position is not specifically classified. The incumbent is required to keep a record of services performed by pilots; to render accounts for such services; to personally deliver such accounts and to make collection; and to render a proper accounting of such collections.

QUALIFICATIONS:

Two years of education of high school standard or its equivalent, with at least two years of experience in clerical work; some knowledge of modern office practice; in some cases, training in specialized office work; intelligence, tact and good judgment.

COMPENSATION:

Annual: $1,200.

Exempt Class

COMMISSIONER OF LIGHTS

DEFINITION OF CLASS:

To be responsible for the maintenance of all aids to navigation in the Dominion and the Humane Establishment of Sable Island and St. Paul Island; to supervise public wharves; to superintend the inspection and maintenance of lights, lightships, fog signals, light and signal buoys, submarine bells, lighted spars, floats, dolphins and beacons; to make recommendations in connection with the purchase and construction of equipment; to handle correspondence and prepare reports and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to graduation in engineering from a school of applied science of recognized standing; at least seven years of experience in a supervisory capacity in the work of designing, estimating, constructing and maintaining aids to navigation; administrative ability; thorough familiarity with problems relating to the inspection and maintenance of aids to navigation; a high degree of administrative ability.

COMPENSATION:

Annual: $4,620 4,920 5,220.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

CONFIDENTIAL MESSENGER

DEFINITION OF CLASS:

To receive and deliver verbal and written confidential messages and important documents, requiring intelligence, tact, and a high degree of trustworthiness; and to perform clerical and other related work as required.

QUALIFICATIONS:

Primary school education; judgment, discretion, tact, and trustworthiness; ability to keep confidential matter secret; some knowledge of office methods.

COMPENSATION:

Annual: $1,080 1,140 1,200 1,260 1,320.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

CONSTRUCTION FOREMAN

DEFINITION OF CLASS:

Under direction, to supervise and direct a gang of skilled or unskilled labourers in connection with such general construction work as hand excavating, mucking, mixing and pouring concrete, driving piles, sinking and excavating caissons, building coffer dams and handling concrete forms; to keep the time of men employed and make necessary reports to the General Foreman; and to perform other related work as required.

QUALIFICATIONS:

Primary school education; experience in the particular kind of construction work in question; ability to handle and manage low grade help efficiently; sobriety; carefulness; excellent physical condition.

COMPENSATION:

Annual: $1,560 1,680 1,800.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

COXSWAIN (LIFE SAVING SERVICE)

DEFINITION OF CLASS:

To be responsible for the proper care, preservation and good order of the apparatus, boats, buildings and other appurtenances of a life saving station; and to perform other related work as required.

QUALIFICATIONS:

Ability to read and write and preferably primary school education; familiarity with the coast line in the district in question; thorough knowledge of the management of surf and life boats and of the use of the various apparatus employed in the life saving service; expert ability at swimming; ability to handle men; coolness in emergencies; excellent physical condition; age more than 21 years and less than 45 years.

COMPENSATION:

Prevailing rates shall apply.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

DEPARTMENTAL ACCOUNTANT, GRADE 6

DEFINITION OF CLASS:

To control and direct the operation of an entire system of accounts maintained by one of the largest departments; to perform constructive accounting or auditing work of the highest order; to be responsible for the maintenance of the accounting records and the preparation of returns which are required by statute or under the Dominion's accounting system; to direct the heads of divisions; to act in an advisory capacity on questions pertaining to the finances of a department, and other matters connected therewith; to inspect and verify the work of subordinates; to personally prepare or direct the preparation of accounting or fiscal statements of an important nature and to act in an administrative and executive capacity; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to university graduation; at least ten years of experience in a position of responsibility in accounting work in the Dominion Service or in work of equivalent character and standard; thorough knowledge of the fundamental principles of finance and constructive accountancy; wide knowledge of the Dominion Government's accounting system including a full knowledge of the laws and regulations governing the administration of a department; administrative ability of the highest order; mature judgment.

COMPENSATION:

Annual: $4,140 4,320 4,500 4,620.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

DEPARTMENTAL ACCOUNTANT, GRADE 5

DEFINITION OF CLASS:

To control and direct the operation of an entire system of accounts maintained by one of the largest departments with major accounting requirements; to be responsible for the maintenance of the accounting records and the preparation of the returns which are required by statute or under the Dominion's accounting system; to devise and direct the installation of new and improved methods of accounting; to direct the work of heads of divisions; to act in an advisory capacity on questions pertaining to the finances of a department and other matters connected therewith; to inspect and verify the work of subordinates and in some cases personally to prepare the more important accounting or fiscal statements; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to university graduation; at least eight years of experience in charge of an important division of an accounting office in the Dominion Service or in work of equivalent character and standard; thorough knowledge of the fundamental principles of finance and constructive accountancy; wide knowledge of the Dominion Government's accounting system and of the regulations, orders in council and Acts of parliament governing the control and administration of the various services of a department; administrative ability of a high order; mature judgment.

COMPENSATION:

Annual: $3,600 3,780 3,960 4,140.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

DEPARTMENTAL ACCOUNTANT, GRADE 4

DEFINITION OF CLASS:

To control and direct the operation of an entire system of accounts maintained by one of the larger departments; or to hold a position as deputy to an accounting officer of higher rank; to be responsible for the maintenance of the accounting records and the preparation of the returns which are required by statute or under the Dominion's accounting system, of one of the largest departments; to devise and direct the installation of new and improved methods of accounting; to direct the necessary staff; to inspect and verify the work of subordinates and in some cases personally to prepare the more important accounting statements; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to university graduation; at least six years of experience in charge of an important division of an accounting office in the Dominion Service or in work of equivalent character and standard; thorough knowledge of the fundamental principles of finance and constructive accountancy; wide knowledge of the Dominion Government's accounting system and of the regulations, orders in council and Acts of parliament governing the control and administration of the various services of a department; administrative ability; mature judgment.

COMPENSATION:

Annual: $3,120 3,240 3,360 3,480 3,600.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

DEPARTMENTAL ACCOUNTANT, GRADE 3

DEFINITION OF CLASS:

To direct the operation of an entire system of accounts maintained by a department with considerable accounting requirements; to be the responsible administrative head of a large independent departmental government accounting office or to act as deputy to an accounting officer of higher rank or to be responsible for the most important section of the accounting work in a departmental accounting office; to be responsible for the maintenance of the accounting records and the preparation of the returns which are required by statute or under the Dominion's accounting system, of one of the larger departments; to direct the necessary staff; to inspect and verify the work of subordinates and in some cases personally to prepare the more important accounting statements; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation and preferably university training; at least five years of experience in a position of responsibility in accounting in the Dominion Service or in work of equivalent character and standard; thorough knowledge of the fundamental principles of double entry bookkeeping, accountancy and finance; wide knowledge of the Dominion Government's accounting system and of the regulations, orders in council and acts of parliament governing the control and administration of the various services of a department; administrative ability; mature judgment.

COMPENSATION:

Annual: $2,700 2,820 2,940 3,060 3,120.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

DEPARTMENTAL ACCOUNTANT, GRADE 2

DEFINITION OF CLASS:

To direct the operation of an entire system of accounts maintained by a small department or by a large independent departmental government office; to act as deputy to an accounting officer of higher rank or to be responsible for an important section of the work in a departmental accounting office; to be responsible for the maintenance of the accounting records and the preparation of the returns which are required by statute or under the Dominion's accounting system; to direct the necessary staff; to inspect and verify the work of subordinates and in some cases personally to prepare the more important accounting statements; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; at least four years of experience in a position of responsibility in accounting work in the Dominion Service or work of equivalent character and standard; a good knowledge of the fundamental principles of double entry bookkeeping and accountancy; thorough knowledge of the Dominion Government's accounting system and modern office practice; supervisory ability; tact and good judgment.

COMPENSATION:

Annual: $2,220 2,340 2,460 2,580 2,700.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

DEPARTMENTAL ACCOUNTANT, GRADE 1

DEFINITION OF CLASS:

To direct the operation of an entire system of accounts maintained by an independent departmental government office; to act as deputy to an accounting officer of higher rank or to be responsible for a section of the work in a departmental accounting office; to be responsible for the maintenance of the accounting records and the preparation of returns which are required by statute or under the Dominion's accounting system; to direct the necessary staff; to inspect andverify the work of subordinates and personally prepare important accounting statements; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; at least three years of experience in accounting work in the Dominion Service or work of equivalent character and standard; knowledge of the fundamental principles of double entry bookkeeping and accountancy; a knowledge of the Dominion Government's accounting system and modern office practice; tact and good judgment.

COMPENSATION:

Annual: $1,740 1,860 1,980 2,100 2,220.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

DEPARTMENTAL LIBRARIAN, GRADE 2

DEFINITION OF CLASS:

Under direction, to have charge of a medium sized departmental or branch library; to accession, examine, catalogue, shelve, circulate and care for the books, prints, maps and other library property, or to supervise a small number of junior employees engaged on such work; and to perform other related and incidental clerical work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; a full course of instruction in a library of recognized standing; at least one year of experience in library work, preferably in charge of a small departmental library.

COMPENSATION:

Annual: $1,440 1,500 1,560 1,620 1,680 1,740 1,800.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

DEPARTMENTAL PRINTER

DEFINITION OF CLASS:

Under direction, to conduct a small printing office as a part of one of the government departments; in some cases to supervise a small staff; to set type; to operate a printing press; to read proof; to purchase or requisition materials and supplies; to keep records; and to perform other related work as assigned.

QUALIFICATIONS:

Primary school education; at least five years of all round printing experience; thorough knowledge of modern type-setting and printing methods; ability to set type by hand or machine and to operate and maintain presses; in some cases supervisory ability; good physical condition.

COMPENSATION:

Annual: $1,620 1,680 1,740 1,800.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

DEPARTMENTAL PURCHASING AGENT, GRADE 6

DEFINITION OF CLASS:

Under direction, to be responsible for the work of one of the largest purchasing branches; to control and supervise the purchase of materials, supplies and equipment; to invite, examine and pass on tenders; to investigate sources of supply; to prepare specifications; to award contracts; to co-operate with technical advisers; to interview dealers and salesmen; to handle correspondence; to direct purchasing and clerical staffs; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation and preferably university training; at least seven years of experience as a purchasing agent and demonstrated ability in controlling purchases; thorough knowledge of markets, current prices, transportation costs and specification; administrative ability; tact; good judgment.

COMPENSATION:

Annual: $4,320 4,620 4,920.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

DEPARTMENTAL PURCHASING AGENT, GRADE 3

DEFINITION OF CLASS:

Under direction, to be responsible for the work of a Purchasing Branch or of a major division of one of the larger Purchasing Branches; to control and supervise the purchase of materials, supplies and equipment; to invite, examine and pass on tenders; to investigate sources of supply; to prepare specifications; to award contracts; to co-operate with technical advisers; to interview dealers and salesmen; to handle correspondence; to direct purchasing and clerical staffs; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation and preferably university training; at least three years of experience as a purchasing agent and demonstrated ability in controlling purchases; thorough knowledge of markets, current prices, transportation costs and specification; administrative ability; tact; good judgment.

COMPENSATION:

Annual: $2,820 3,000 3,180 3,360 3,420.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

DEPARTMENTAL PURCHASING AGENT, GRADE 2

DEFINITION OF CLASS:

Under direction, to be responsible for the work of one of the smaller Purchasing Branches, or of a major division of a large Purchasing Branch; to control and supervise the purchase of materials, supplies and equipment; to invite, examine and pass on tenders; to investigate sources of supply; to prepare specifications; to award contracts; to co-operate with technical advisers; to interview dealers and salesmen; to handle correspondence; to direct purchasing and clerical staffs; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; at least two years of experience as a purchasing agent; demonstrated ability in controlling purchases; thorough knowledge of markets, current prices, transportation costs and specification; administrative ability; tact; good judgment.

COMPENSATION:

Annual:	$2,220	2,340	2,460	2,580	2,700	2,820	2,880.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

DEPUTY TO THE DOMINION WRECK COMMISSIONER

DEFINITION OF CLASS:

Under the direction of the Dominion Wreck Commissioner, to visit and examine vessels that have met with disaster on the coast of British Columbia; to conduct investigations into the cause of wrecks or collisions or into strandings; to arrange for the holding of preliminary inquiries and formal investigations into maritime disasters; to gather evidence and assist in the prosecution of violations of law involved; to handle correspondence; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; several years of experience in navigation; a master's sea-going certificate of competency; thorough familiarity with the regulations and practice relating to steamship inspection.

COMPENSATION:

Annual: (Part time services) $1,500
plus $120 cost of living bonus.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

DERRICKMAN (MOVEABLE EQUIPMENT ENGINEER)

(MARINE)

DEFINITION OF CLASS:

To set up, maintain and operate a portable or semi-portable steam engine used in erecting, contracting, construction or similar work; and to perform other related work as required.

QUALIFICATIONS:

Primary school education; a valid stationary engineer's certificate; at least three years of experience in operating and maintaining the kind of equipment in question; good physical condition.

COMPENSATION:

Prevailing rates shall apply.

Exempt Class

DIRECTOR, METEOROLOGICAL SERVICE

DEFINITION OF CLASS:

To exercise general supervision and control, under the Deputy Minister, Department of Marine, over the Dominion Meteorological Service; to allot tasks and direct the observational and investigational work at the various meteorological and magnetic observation stations and observatories; to direct research work in meteorology, terrestrial magnetism and climatology; to publish the results of such investigations; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to university graduation with specialization in meteorology and physics; extended experience and a distinguished record in meteorological observation and research; executive ability.

COMPENSATION:

Annual: $4,020 4,320 4,620 4,920.

Allowance: $600 per annum in lieu of house.

Approved -- Civil Service Commission

Qualifications as follows are considered more accurate:

Education equivalent to the PH.D. from a recognized university with specialization in Physics or Meteorology; extended experience and a distinguished record in meteorological research; executive ability.

Deputy Minister

DIRECTOR OF RADIOTELEGRAPH SERVICE

DEFINITION OF CLASS:

To have charge, under the Deputy Minister, Department of Marine, of the work and employees of the Radiotelegraph Service; to supervise the construction and maintenance of radiotelegraph stations and the installation and maintenance of radio equipment; to draft new radiotelegraph legislations and regulations and administer legislation; to supervise the examination of operators for certificates; the inspection of subsidized stations; the manufacture and repair of wireless apparatus and equipment; the work in the test and research laboratories and the testing of special equipment; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to graduation in electrical engineering from a school of applied science of recognized standing; at least eight years of experience in radiotelegraph work, four years of which shall have been in responsible charge of such work; thorough knowledge of all phases of radiotelegraph theory and practice; ability to plan and organize radiotelegraph work and handle men.

COMPENSATION:

Annual: $4,620 4,920 5,220.

Approved -- Civil Service Commission

The definition of the duties of this position would be improved by the addition of the following:

Supervise construction and maintenance of Radio Direction Finding Stations, Radio Beacons and Radio Ship Stations belonging to the Dominion Government; supervision and regulation of Radio Broadcasting in the Dominion; supervision of all privately owned radio stations in Canada and on Canadian ships and Aeroplanes, including licensing, inspection and organization; administration of international aspect of Canada's radio activities on land and sea, comprising International Radio Conference, International Convention for the Safety of Life at Sea, the North American Area Radio Conference and local conferences between Canada and United States; to advise the Department in regard to international and inter-empire communications generally, including radio, telegraph, telephone and cable, and cable landing licenses in the Dominion.

Deputy Minister

DIRECTOR, PILOTAGE BRANCH

DEFINITION OF CLASS:

Under direction, to be responsible for the administration and the work of the Pilotage Branch, Department of Marine; to organize and direct the work of the pilotage districts; to recommend regulations and pilotage rates; to inspect pilotage work; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; a master's certificate of competency; several years experience as master of a sea-going vessel or of a coastwise passenger steamship; thorough knowledge of pilotage regulations; preferably familiarity with conditions in the principal districts; knowledge of modern office methods; administrative and organizing ability; firmness, tact.

COMPENSATION:

Annual: $3,600 3,780 3,960 4,140 4,320.

Approved -- Civil Service Commission
Deputy's Description -- over

DIRECTOR, PILOTAGE BRANCH

DEPUTY'S DESCRIPTION

DEFINITION OF CLASS:

Under executive direction, to supervise and direct the Pilotage Service of Canada; to promulgate by-laws and regulations in connection therewith and in conformity with the requirements of each pilotage district, and to put into effect such measures as may be necessary to insure that such by-laws and regulations are complied with; to pass upon recommendations respecting the issue of pilotage licenses, and on occasion to supervise the examination of candidates for such licenses; to act as a member of the Lighthouse Board, and to perform other related work as required.

DISTRICT ENGINEER, MARINE

DEFINITION OF CLASS:

To have charge, under direction, of the engineering work in a district for the Department of Marine; to make surveys; to prepare plans and estimates and supervise the construction of lighthouses, fog alarms, dwellings, oil stores and other structures and engineering works required for the protection and direction of navigation; to supervise the installation of lighthouse equipment and fog alarm machinery; to make examinations of and reports on the condition of existing works and recommendations for new works, renewals and repairs; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to graduation in engineering from a school of applied science of recognized standing; at least five years of experience in engineering design, construction and maintenance of costal works, two years of which shall have been in responsible charge of such work; thorough knowledge of navigation regulations and the design and construction of aids to navigation; tact, good judgment, and ability to manage men.

COMPENSATION:

Annual: $2,820 3,000 3,180 3,360.

Approved -- Civil Service Commission
Deputy's Description -- over

DISTRICT ENGINEER, MARINE

DEPUTY'S DESCRIPTION

DEFINITION OF CLASS:

To have charge, under direction, of all engineering work in a district for the Department of Marine; to make surveys; to examine and report on the condition of existing works; to make recommendations for new works, renewals and repairs; occasionally to prepare plans and estimates, and to supervise the construction of lighthouses, fog alarms, dwellings and other structures and engineering works required for the protection and direction of navigation; and to perform other related work as required.

DIVER AND REPAIRMAN

DEFINITION OF CLASS:

Under direction, to make all kinds of examinations under water; to do construction, repair and rigging work under water; and to perform other related work as required.

QUALIFICATIONS:

Primary school education; two years of experience as a submarine diver; ability to work under air pressure; excellent physical condition.

COMPENSATION:

Annual: $1,740 1,800 1,860 1,920.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

DIVISION SUPERINTENDENT, RADIOTELEGRAPH SERVICE

DEFINITION OF CLASS:

Under the Director of Radiotelegraph Service, to be responsible for the operation, care and maintenance of radiotelegraph stations and for the administering of the affairs of the radiotelegraph section in an assigned district; to make investigations and reports for the information of the Director; to be responsible for the inspection of all radiotelegraph stations in the district and on the vessels of Canadian registry; to be responsible for the securing of supplies and equipment; to hold examinations for Certificate of Proficiency in Radiotelegraphy; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to graduation in electrical engineering from a school of applied science of recognized standing; four years of experience in operating or inspecting radiotelegraph stations; two years of which shall have been in a position of responsibility; intimate knowledge of radiotelegraph apparatus and operating methods; firmness and tact; supervisory ability.

COMPENSATION:

Annual: $2,880 3,000 3,120 3,240 3,360 3,480 3,600.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

DOMINION WRECK COMMISSIONER

DEFINITION OF CLASS:

To be responsible, under direction, for conducting investigations and holding inquiries relating to shipping casualties or maritime disasters; to supervise the gathering of evidence and render reports concerning wrecks, collisions, strandings and other casualties; to arrange for preliminary and formal hearings and to assist in prosecutions; when required, to conduct inquiries involving officers and crews of government vessels or other departmental employees; to conduct examinations for pilots and apprentice pilots; to handle correspondence; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; extended experience in navigation and shipping, with a master's sea-going certificate of competency; administrative ability; keen and impartial judgment.

COMPENSATION:

Annual: $3,600 3,780 3,960 4,140 4,320 4,500.

Approved -- Civil Service Commission
Deputy's Description -- over

DOMINION WRECK COMMISSIONER

DEPUTY'S DESCRIPTION

DEFINITION OF CLASS:

To conduct formal investigations and preliminary inquiries into shipping casualties, etc., as a Court under the provisions of Part X of the Canada Shipping Act, Chapter 186, R.S.C., 1927, with punitive powers set forth therein; to render reports concerning such formal investigations and preliminary inquiries; to supervise work of similar nature carried on by the Deputy to the Dominion Wreck Commissioner in British Columbia; when required, to conduct inquiries involving officers and crews of government vessels or other departmental employees; to conduct, when required, examinations of pilots and apprentices; to supervise actions of Receivers of Wrecks and Marine Stores; to be responsible for statistical data relating to shipping casualties and to perform other related work as required.

DRAFTSMAN

DEFINITION OF CLASS:

Under supervision, to draw maps and plans; to plot survey notes; and to perform other related work as assigned.

QUALIFICATIONS:

Education equivalent to high school graduation; either attendance for two years at a school of applied science of recognized standing with one year of subsequent experience in a drafting office, or three years of experience in a drafting office; ability to make neat, accurate and complete plans and drawings from notes or sketches.

COMPENSATION:

Annual: $1,500 1,560 1,620 1,680 1,740 1,800.

Approved -- Civil Service Commission
Certified Correct -- Deputy Minister

Jackson, Gilbert

[The Civil Service of Canada in 1930]
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DATE	NAME OF BORROWER